



ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

June 22, 2020

Please find the following addendum to the below mentioned RFQ.

Addendum No.: 1

RFQ#: 20-2-4

Project Name: Goodbee Pond

RFQ Due Date: Thursday, June 25, 2020

GENERAL INFORMATION:

1. Please remove page 2 & 3 from the package and replace them with revised page 2 & 3. (Attached)
2. Please add Appendix B – F to the current Attachment A of the package.(Attached)
3. If you are wanting the CAD drawings for this project can be obtain by the following link:

Website: <http://ftpweb.stpgov.org/thinclient/Login.aspx>
Username: Procure1
Password: 2024

ATTACHMENTS:

1. Revised Page 2-3.pdf
2. Appendix B-F.pdf

End of Addendum # 1

1.2 Definitions

- A. Shall – The term “shall” denotes mandatory requirements.
- B. Must - The term “must” denotes mandatory requirements.
- C. May - The term “may” denotes an advisory or permissible action.
- D. Should – The term “should” denotes a desirable action.
- E. Contractor – A Respondent who contracts with the Parish.
- F. Parish - St. Tammany Parish Government.
- G. Discussions- For the purposes of this RFQ, a formal, structured means of conducting written or oral communications/presentations with responsible Respondents who submit proposals in response to this RFQ.
- H. RFQ – Request for Qualifications.
- I. Respondent – Person or entity responding to this RFQ.
- J. Agreement – A contract between the Contractor and the Parish.
- K. Evaluation Committee – Committee established for the purposes of evaluating proposals submitted in response to this RFQ.

1.3 Schedule of Events

	<u>Date</u>	<u>Time (CT)</u>
1. RFQ Available	Wednesday, May 27, 2020	8:00am
2. Deadline to receive written inquiries	Tuesday, June 16, 2020	2:00pm
3. Deadline to answer written inquiries	Monday, June 22, 2020	2:00pm
4. Proposal Opening Date (deadline for submitting proposals)	Thursday, June 25, 2020	2:00pm
5. Oral discussions with Respondents, if applicable	<i>To be scheduled</i>	
6. Notice of Intent to Award to be mailed	<i>To be scheduled</i>	
7. Contract Initiation	<i>To be scheduled</i>	

NOTE: The Parish reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the RFQ.

1.4 Proposal Submittal

This RFQ is available in PDF format at www.stpgov.org or in printed and PDF form from St. Tammany Parish Government Procurement Department, 21454 Koop Drive, Suite 2F, Mandeville, Louisiana 70471.

It is the Respondent's responsibility to check the Parish website frequently for any possible addenda that may be issued. The Parish is not responsible for a Respondent's failure to download any addenda documents required to complete an RFQ.

All proposals shall be received by the Procurement Department **no later than the date and time shown in the Schedule of Events.**

Important - - Clearly mark outside of the sealed envelope, box or package with the following information and format:

- X **Name and Address of Proposer**
- X **Proposal Name: GOODBEE POND**
- X **RFQ #: 20-2-4**
- X **Proposal Opening Date: Thursday, June 25, 2020**

Proposals may only be sent via certified mail, hand-delivery or courier service to our physical location at:

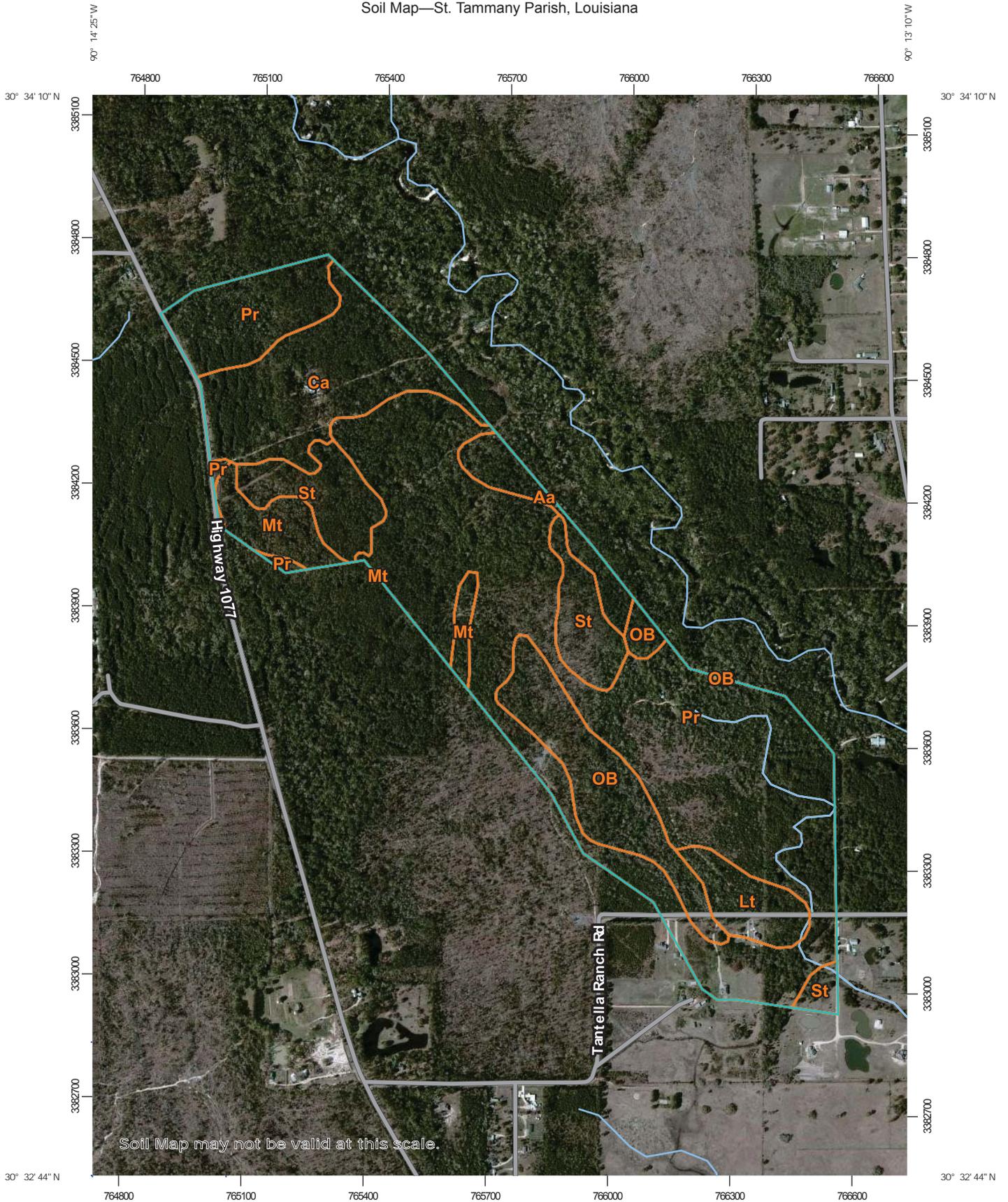
St. Tammany Parish Government Procurement Department
21454 Koop Drive, Suite 2F
Mandeville, Louisiana 70471

Respondent is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The Parish is not responsible for any delays caused by the Respondent's chosen means of proposal delivery.

Respondent is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.

PROPOSALS SHALL BE OPENED PUBLICLY AT THE PHYSICAL LOCATION IDENTIFIED ABOVE AND ONLY RESPONDENTS SUBMITTING PROPOSALS SHALL BE IDENTIFIED ALOUD.

Soil Map—St. Tammany Parish, Louisiana



Soil Map may not be valid at this scale.

Map Scale: 1:12,900 if printed on A portrait (8.5" x 11") sheet.

0 150 300 600 900 Meters
0 500 1000 2000 3000 Feet

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 15N WGS84

MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

Water Features



Streams and Canals

Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

Background



Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

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Source of Map: Natural Resources Conservation Service

Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

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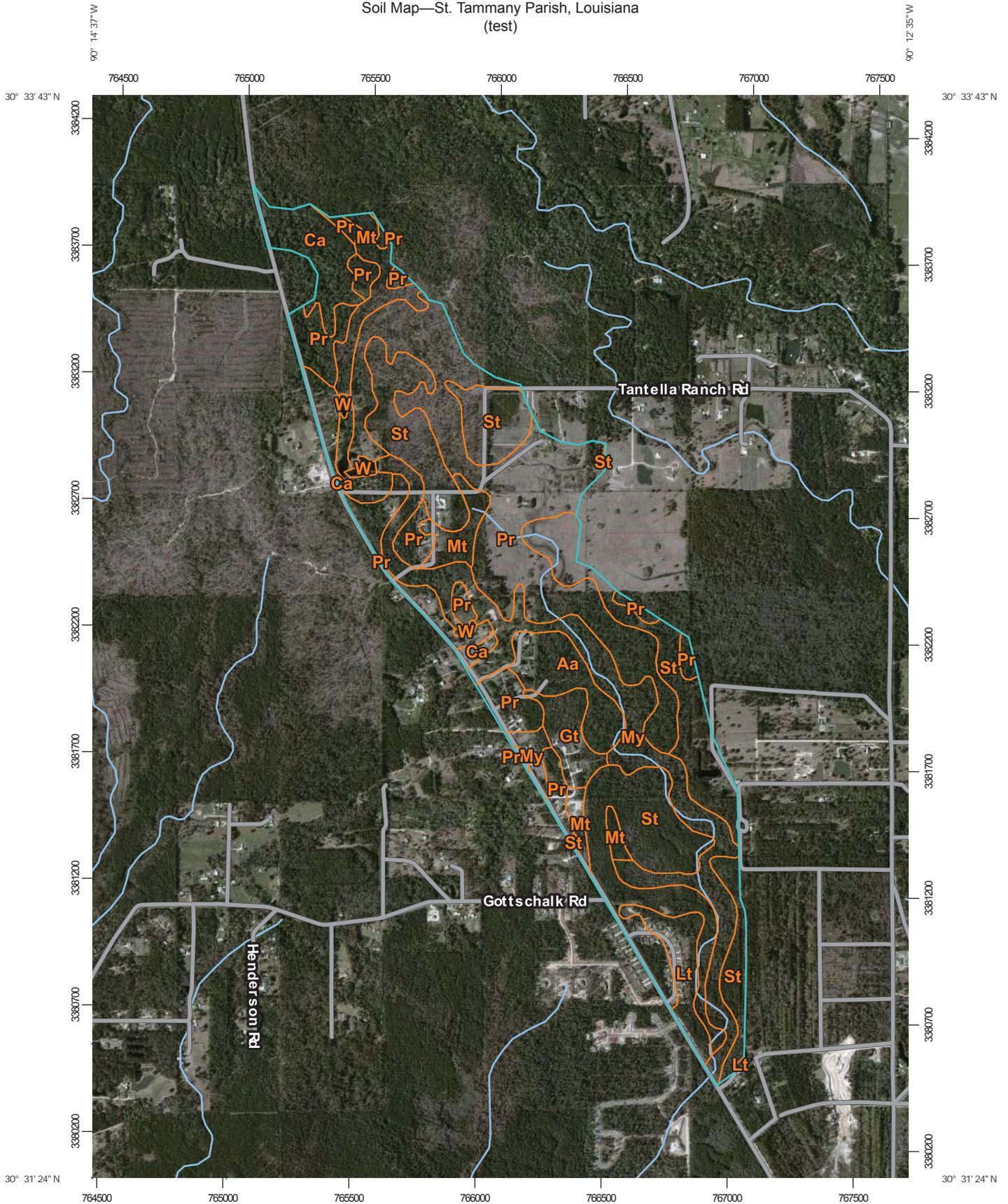
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Map Unit Legend

St. Tammany Parish, Louisiana (LA103)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
Aa	Abita silt loam, 0 to 2 percent slopes	8.9	3.2%
Ca	Cahaba fine sandy loam, 1 to 3 percent slopes	37.0	13.3%
Lt	Latonia fine sandy loam, 0 to 2 percent slopes	10.2	3.7%
Mt	Myatt fine sandy loam, 0 to 1 percent slopes	11.8	4.2%
OB	Ouachita and Bibb soils, frequently flooded	26.0	9.4%
Pr	Prentiss fine sandy loam, 0 to 1 percent slopes	158.5	57.1%
St	Stough fine sandy loam, 0 to 1 percent slopes	25.1	9.0%
Totals for Area of Interest		277.5	100.0%

Soil Map—St. Tammany Parish, Louisiana
(test)



Map Scale: 1:20,900 if printed on A portrait (8.5" x 11") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge ticks: UTM Zone 15N WGS84

MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

Water Features



Streams and Canals

Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

Background



Aerial Photography

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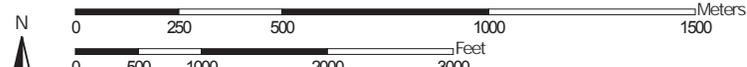
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Ca	Cahaba fine sandy loam, 1 to 3 percent slopes	38.4	6.6%
Gt	Guyton silt loam, 0 to 1 percent slopes, rarely flooded	14.8	2.6%
Lt	Latonia fine sandy loam, 0 to 2 percent slopes	17.7	3.1%
Mt	Myatt fine sandy loam, 0 to 1 percent slopes	36.2	6.3%
My	Myatt fine sandy loam, frequently flooded	84.8	14.7%
Pr	Prentiss fine sandy loam, 0 to 1 percent slopes	189.7	32.9%
St	Stough fine sandy loam, 0 to 1 percent slopes	168.7	29.2%
W	Water	3.0	0.5%
Totals for Area of Interest		577.0	100.0%

Soil Map—St. Tammany Parish, Louisiana



Map Scale: 1: 18,200 if printed on A portrait (8.5" x 11") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 15N WGS84

MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features

-  Blowout
-  Borrow Pit
-  Clay Spot
-  Closed Depression
-  Gravel Pit
-  Gravelly Spot
-  Landfill
-  Lava Flow
-  Marsh or swamp
-  Mine or Quarry
-  Miscellaneous Water
-  Perennial Water
-  Rock Outcrop
-  Saline Spot
-  Sandy Spot
-  Severely Eroded Spot
-  Sinkhole
-  Slide or Slip
-  Sodic Spot

-  Spoil Area
-  Stony Spot
-  Very Stony Spot
-  Wet Spot
-  Other
-  Special Line Features

Water Features

 Streams and Canals

Transportation

-  Rails
-  Interstate Highways
-  US Routes
-  Major Roads
-  Local Roads

Background

 Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

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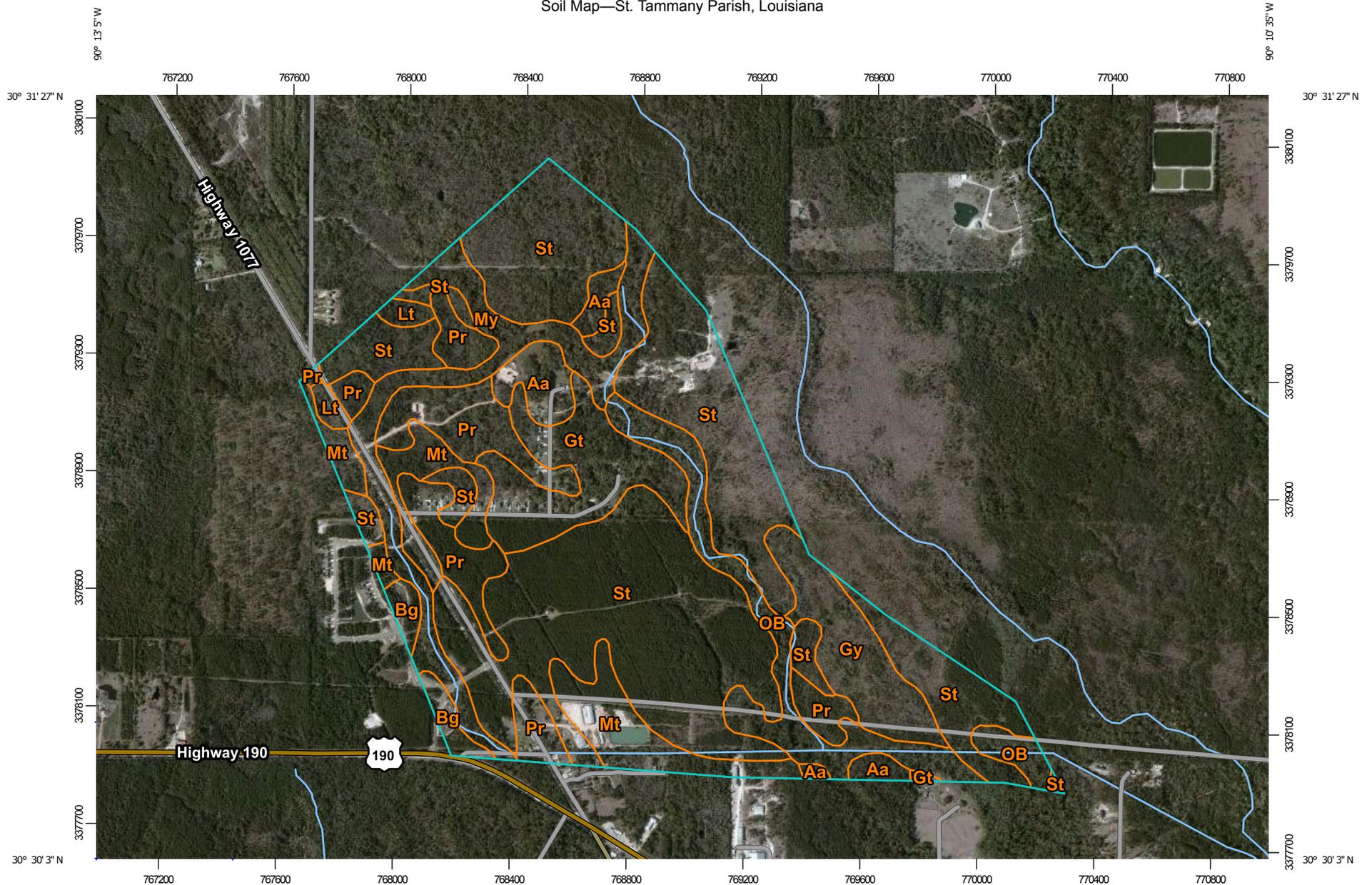
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Aa	Abita silt loam, 0 to 2 percent slopes	18.3	2.6%
Gt	Guyton silt loam, 0 to 1 percent slopes, rarely flooded	38.8	5.6%
Lt	Latonia fine sandy loam, 0 to 2 percent slopes	10.3	1.5%
Mt	Myatt fine sandy loam, 0 to 1 percent slopes	24.6	3.5%
My	Myatt fine sandy loam, frequently flooded	57.2	8.2%
OB	Ouachita and Bibb soils, frequently flooded	12.0	1.7%
Pr	Prentiss fine sandy loam, 0 to 1 percent slopes	80.9	11.6%
St	Stough fine sandy loam, 0 to 1 percent slopes	452.2	64.8%
W	Water	3.3	0.5%
Totals for Area of Interest		697.6	100.0%

Soil Map—St. Tammany Parish, Louisiana



Map Scale: 1:18,300 if printed on A landscape (11" x 8.5") sheet.



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MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

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 Soil Map Unit Points

Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



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Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

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Interstate Highways



US Routes



Major Roads



Local Roads

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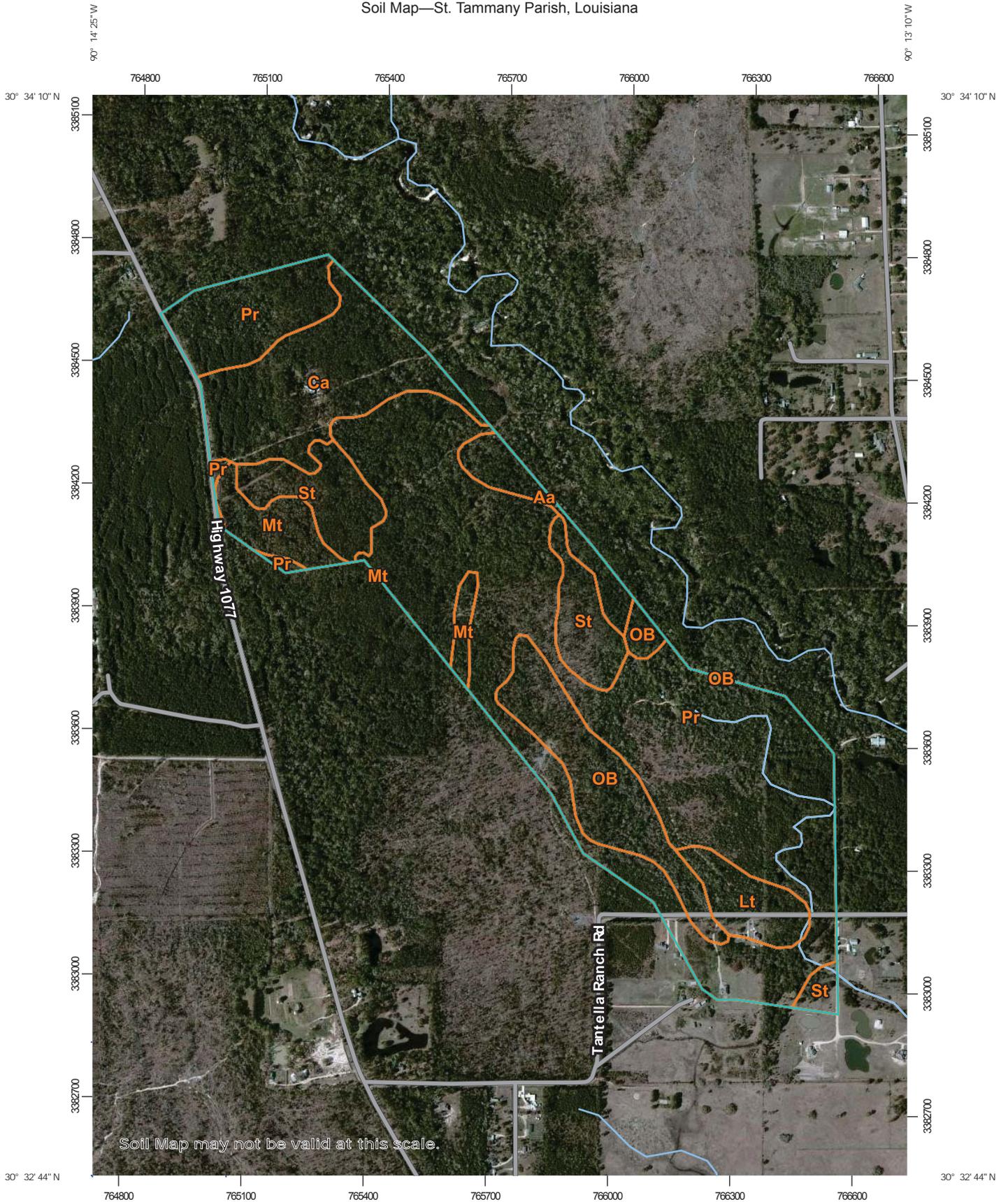
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Bg	Brimstone-Guyton silt loams, 0 to 1 percent slopes, rarely flooded	10.7	1.5%
Gt	Guyton silt loam, 0 to 1 percent slopes, rarely flooded	50.5	7.1%
Gy	Guyton silt loam, 0 to 1 percent slopes, occasionally flooded	38.2	5.4%
Lt	Latonia fine sandy loam, 0 to 2 percent slopes	6.5	0.9%
Mt	Myatt fine sandy loam, 0 to 1 percent slopes	55.1	7.7%
My	Myatt fine sandy loam, frequently flooded	59.0	8.3%
OB	Ouachita and Bibb soils, frequently flooded	54.3	7.6%
Pr	Prentiss fine sandy loam, 0 to 1 percent slopes	74.1	10.4%
St	Stough fine sandy loam, 0 to 1 percent slopes	340.9	47.8%
Totals for Area of Interest		712.5	100.0%

Soil Map—St. Tammany Parish, Louisiana



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0 150 300 600 900 Meters

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MAP LEGEND

Area of Interest (AOI)

 Area of Interest (AOI)

Soils

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 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

Water Features



Streams and Canals

Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

Background



Aerial Photography

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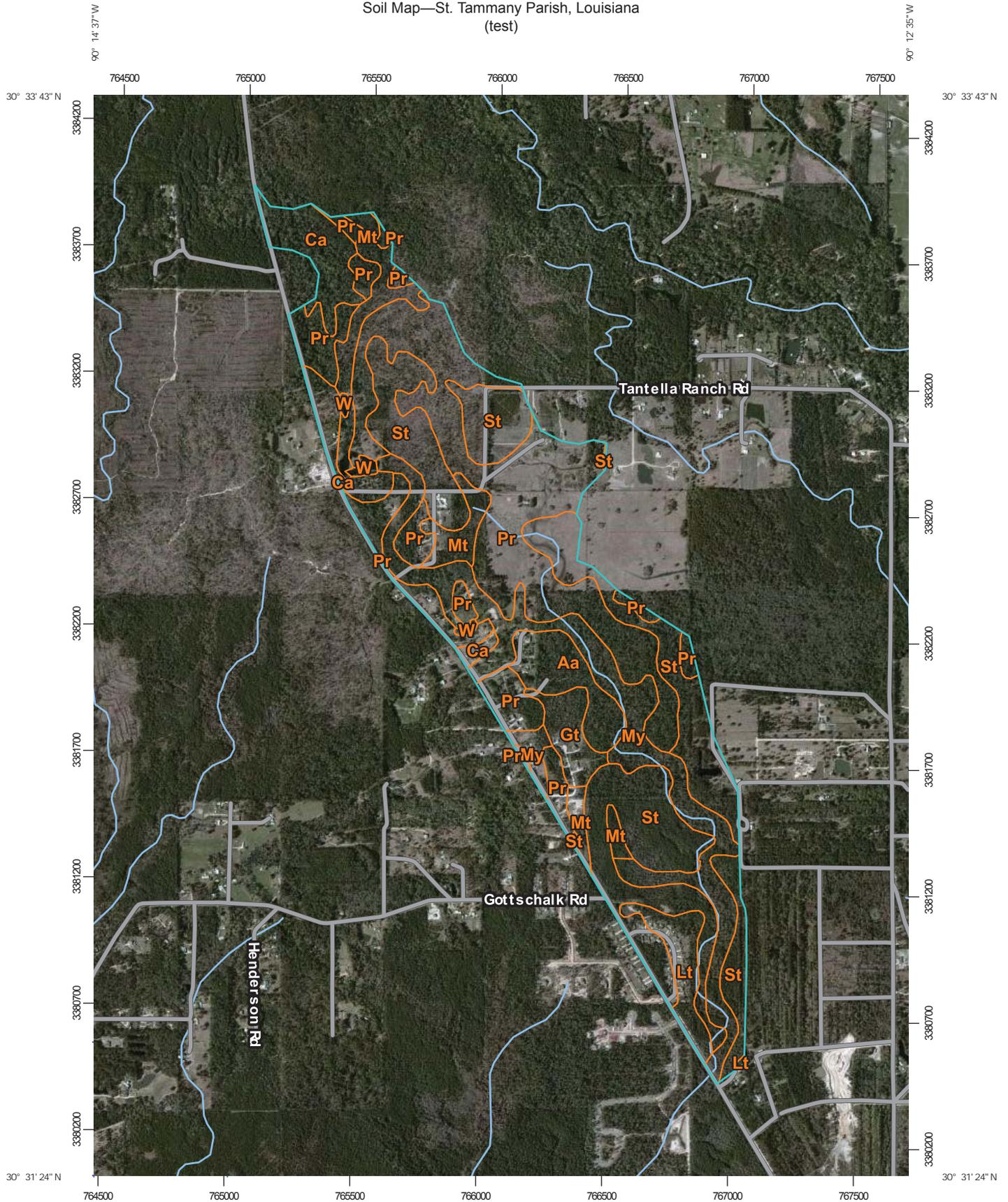
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(test)



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MAP LEGEND

Area of Interest (AOI)

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Soils

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 Soil Map Unit Lines

 Soil Map Unit Points

Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

Water Features



Streams and Canals

Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

Background



Aerial Photography

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-  Sinkhole
-  Slide or Slip
-  Sodic Spot

-  Spoil Area
-  Stony Spot
-  Very Stony Spot
-  Wet Spot
-  Other
-  Special Line Features

Water Features

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-  Rails
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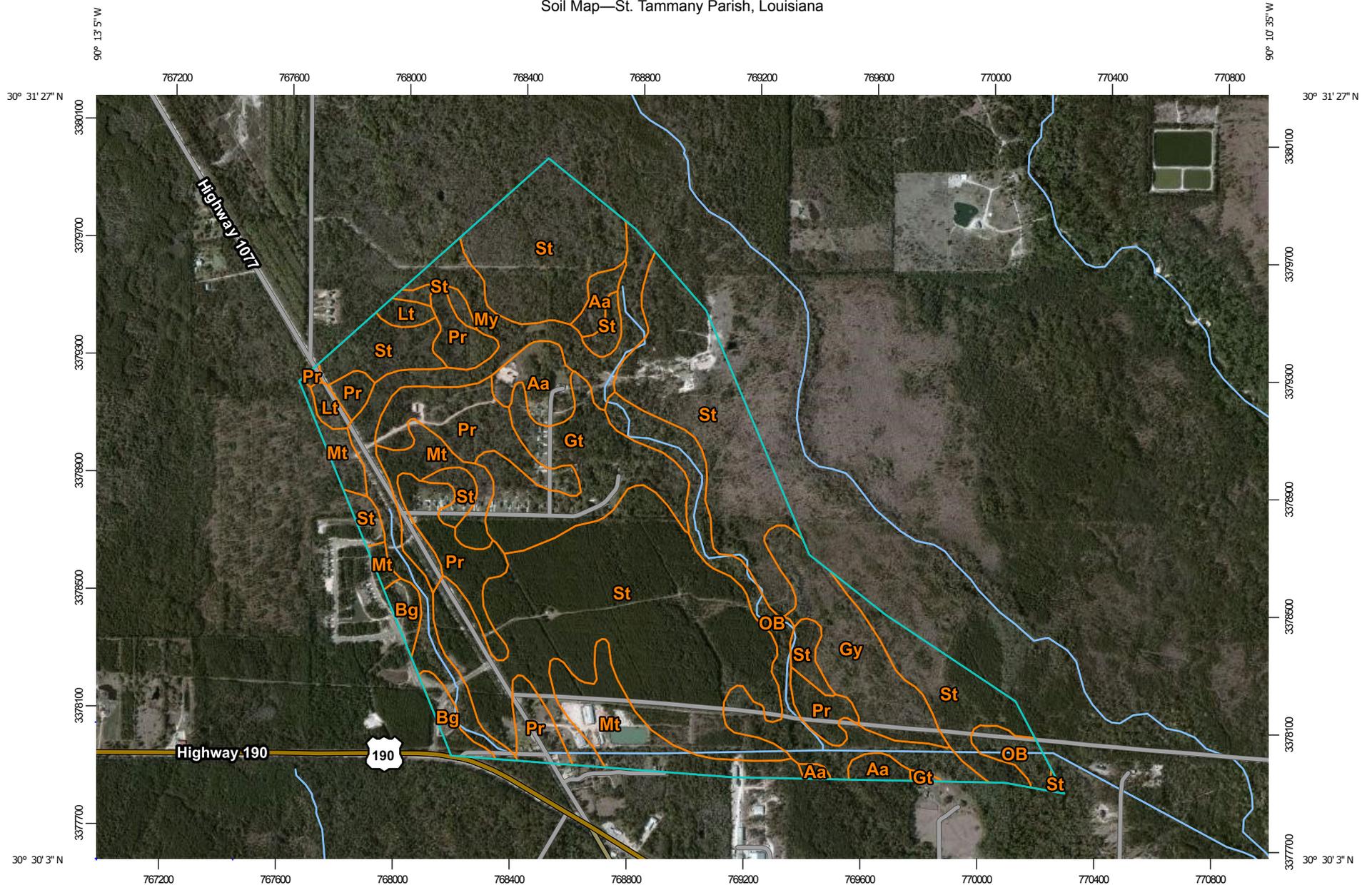
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Mt	Myatt fine sandy loam, 0 to 1 percent slopes	24.6	3.5%
My	Myatt fine sandy loam, frequently flooded	57.2	8.2%
OB	Ouachita and Bibb soils, frequently flooded	12.0	1.7%
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-  Mine or Quarry
-  Miscellaneous Water
-  Perennial Water
-  Rock Outcrop
-  Saline Spot
-  Sandy Spot
-  Severely Eroded Spot
-  Sinkhole
-  Slide or Slip
-  Sodic Spot

-  Spoil Area
-  Stony Spot
-  Very Stony Spot
-  Wet Spot
-  Other
-  Special Line Features

Water Features

 Streams and Canals

Transportation

-  Rails
-  Interstate Highways
-  US Routes
-  Major Roads
-  Local Roads

Background

 Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
 Web Soil Survey URL:
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: St. Tammany Parish, Louisiana
 Survey Area Data: Version 10, Sep 28, 2016

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

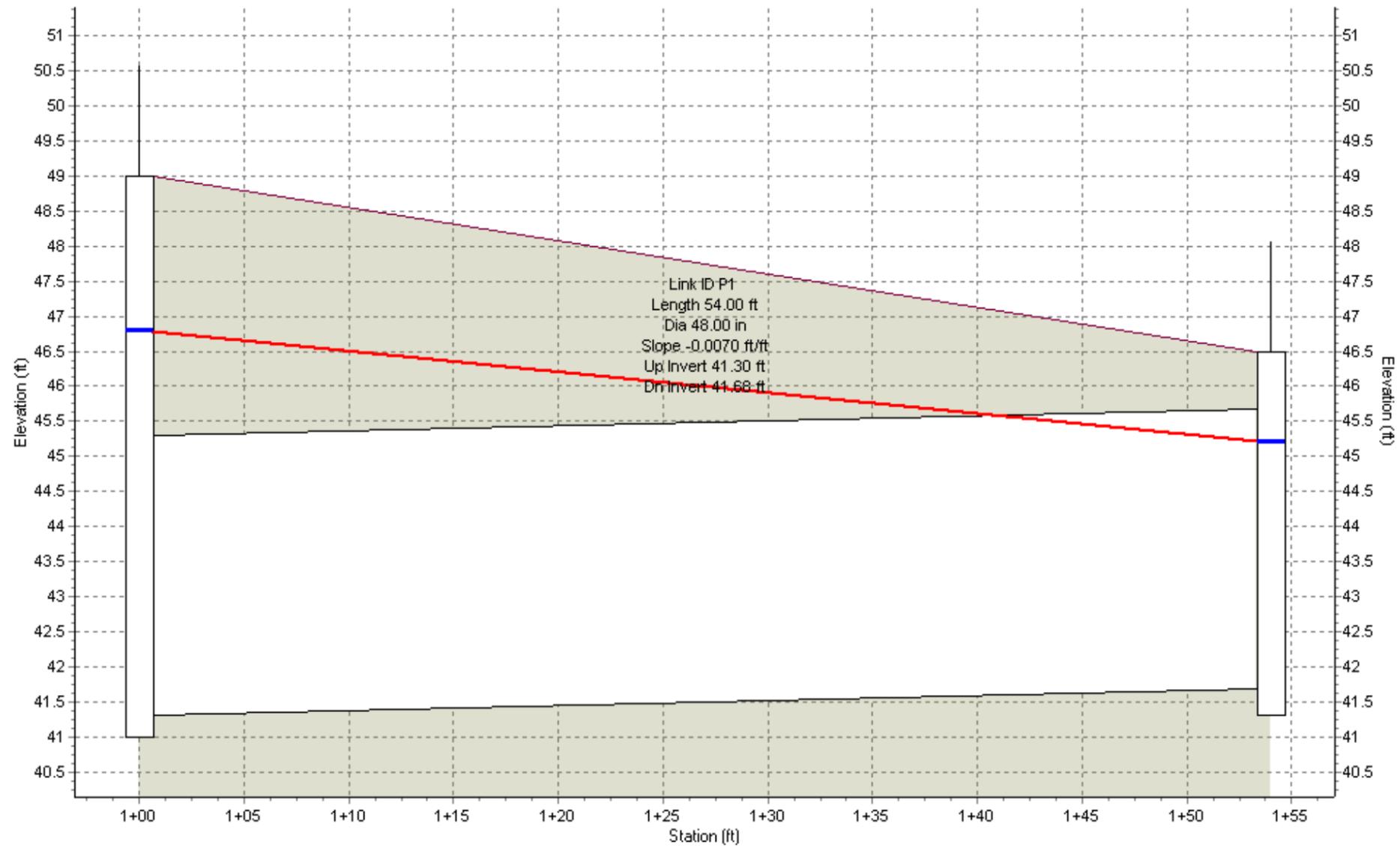
Date(s) aerial images were photographed: Jan 22, 2010—Apr 11, 2010

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

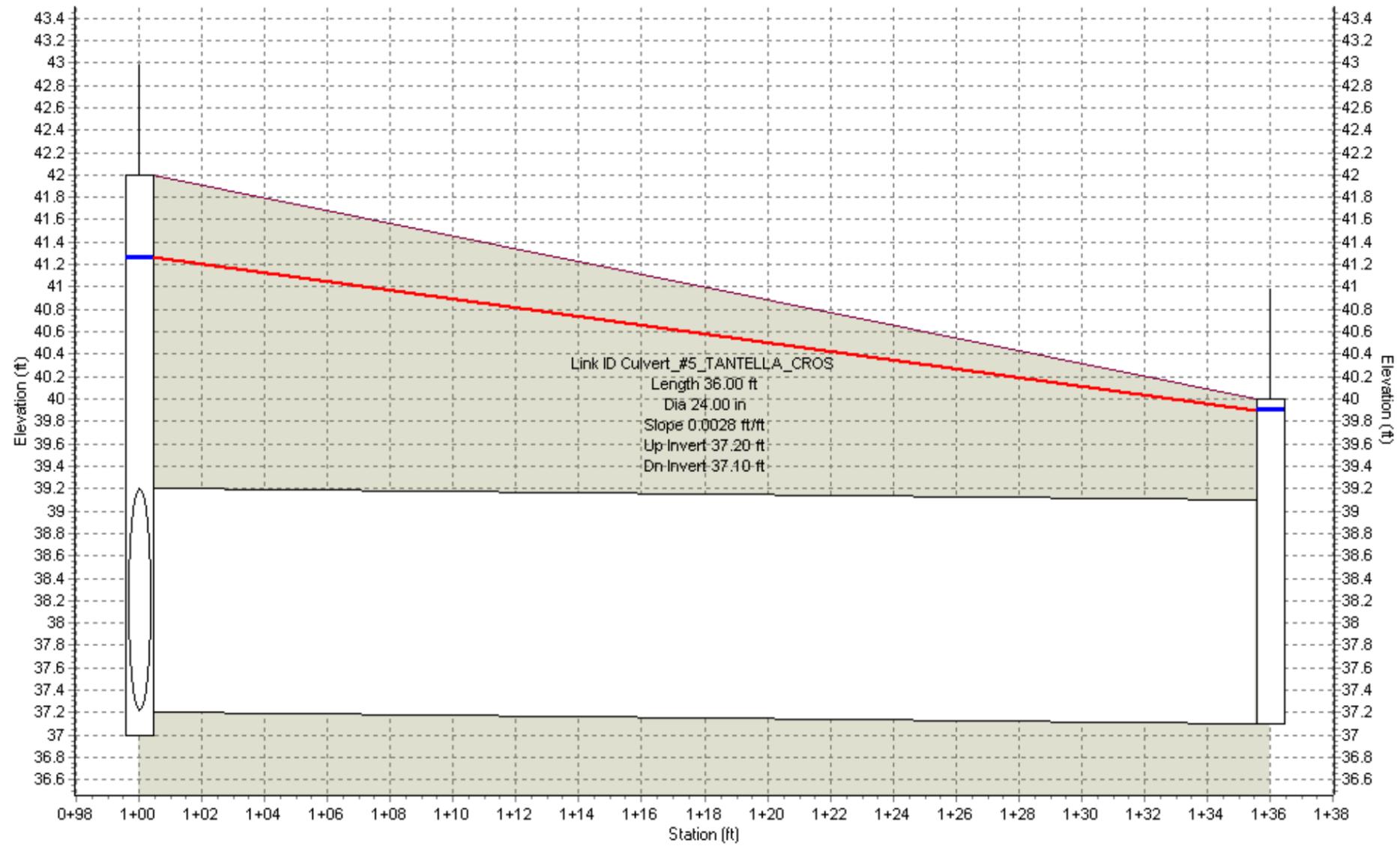
St. Tammany Parish, Louisiana (LA103)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
Aa	Abita silt loam, 0 to 2 percent slopes	23.3	3.3%
Bg	Brimstone-Guyton silt loams, 0 to 1 percent slopes, rarely flooded	10.7	1.5%
Gt	Guyton silt loam, 0 to 1 percent slopes, rarely flooded	50.5	7.1%
Gy	Guyton silt loam, 0 to 1 percent slopes, occasionally flooded	38.2	5.4%
Lt	Latonia fine sandy loam, 0 to 2 percent slopes	6.5	0.9%
Mt	Myatt fine sandy loam, 0 to 1 percent slopes	55.1	7.7%
My	Myatt fine sandy loam, frequently flooded	59.0	8.3%
OB	Ouachita and Bibb soils, frequently flooded	54.3	7.6%
Pr	Prentiss fine sandy loam, 0 to 1 percent slopes	74.1	10.4%
St	Stough fine sandy loam, 0 to 1 percent slopes	340.9	47.8%
Totals for Area of Interest		712.5	100.0%

Profile Plot
 Culvert No. 1 at SH 1077, 10 Yr Storm (Existing)



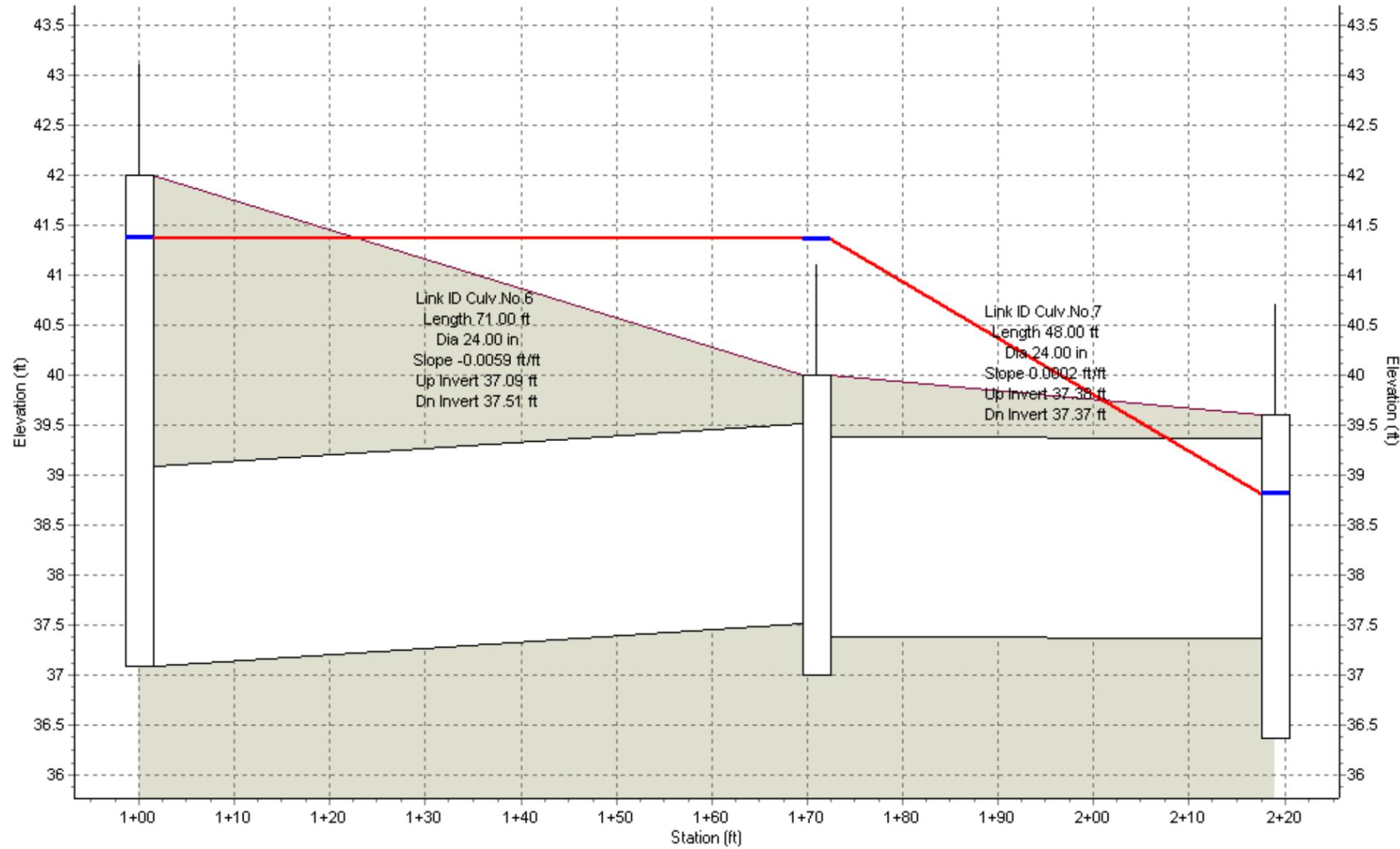
Node ID:	POND_B	OUTLET_P1
Rim (ft):	49.00	46.50
Invert (ft):	41.00	41.30
Min Pipe Cover (ft):		0.00
Max HGL (ft):	46.79	45.21
Link ID:	P1	
Length (ft):	54.00	
Dia (in):	48.00	
Slope (ft/ft):	-0.0070	
Up Invert (ft):	41.30	
Dn Invert (ft):	41.68	
Max Q (cfs):	207.85	
Max Vel (ft/s):	8.47	
Max Depth (ft):	3.76	

Profile Plot
Culvert No. 5 at Tantella, 10 Yr Storm (Existing)



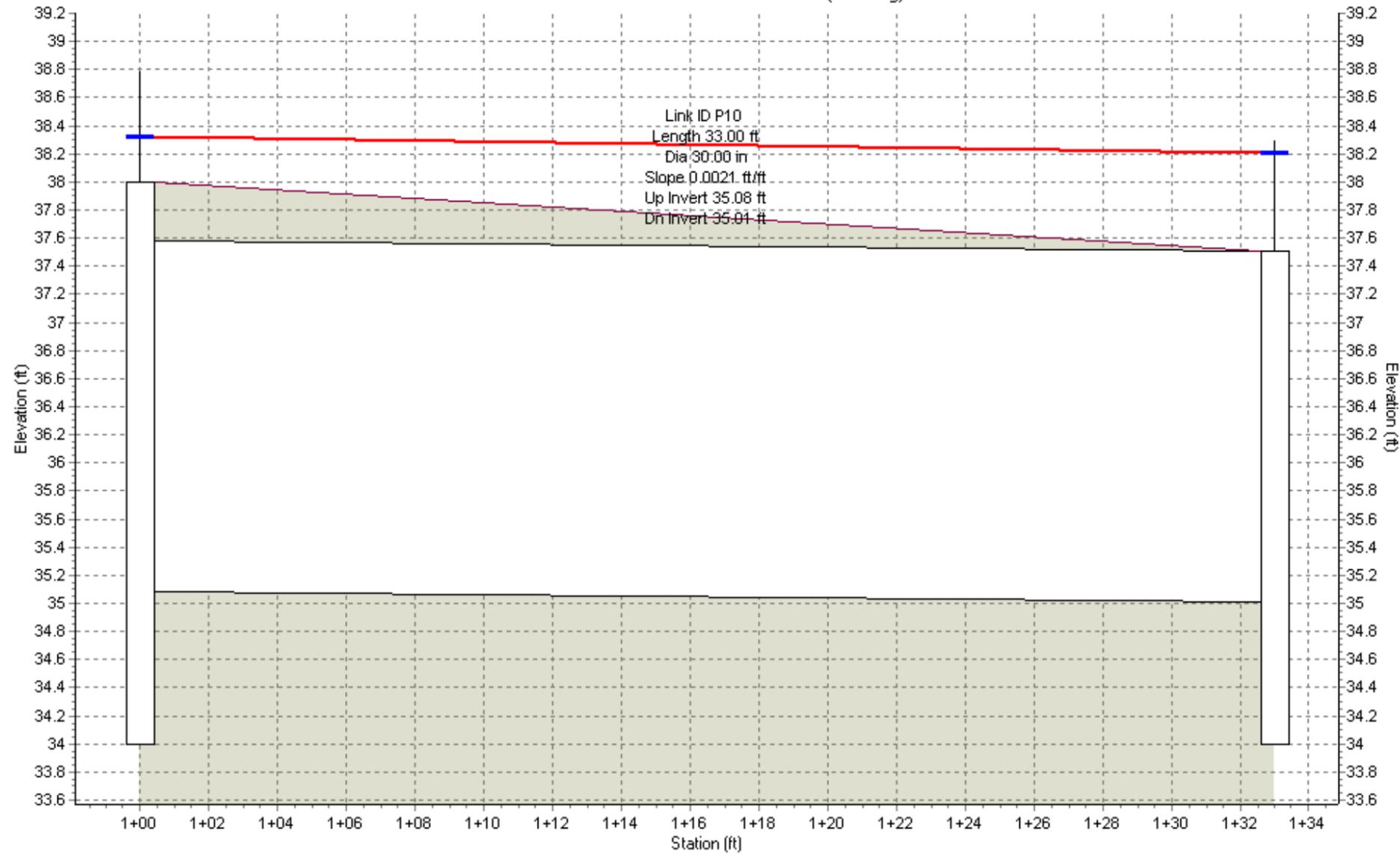
Node ID:	Tan_West	Tan_East
Rim (ft):	42.00	40.00
Invert (ft):	37.00	37.10
Min Pipe Cover (ft):	0.00	0.00
Max HGL (ft):	41.27	39.90
Link ID:	Culvert_#5_TANTELLA_CROS	
Length (ft):	36.00	
Dia (in):	24.00	
Slope (ft/ft):	0.0028	
Up Invert (ft):	37.20	
Dn Invert (ft):	37.10	
Max Q (cfs):	30.50	
Max Vel (ft/s):	11.02	
Max Depth (ft):	2.00	

Profile Plot
 Culvert No. 6 at Tantella, & Culvert No. 7 at SH1077 10 Yr Storm (Existing)



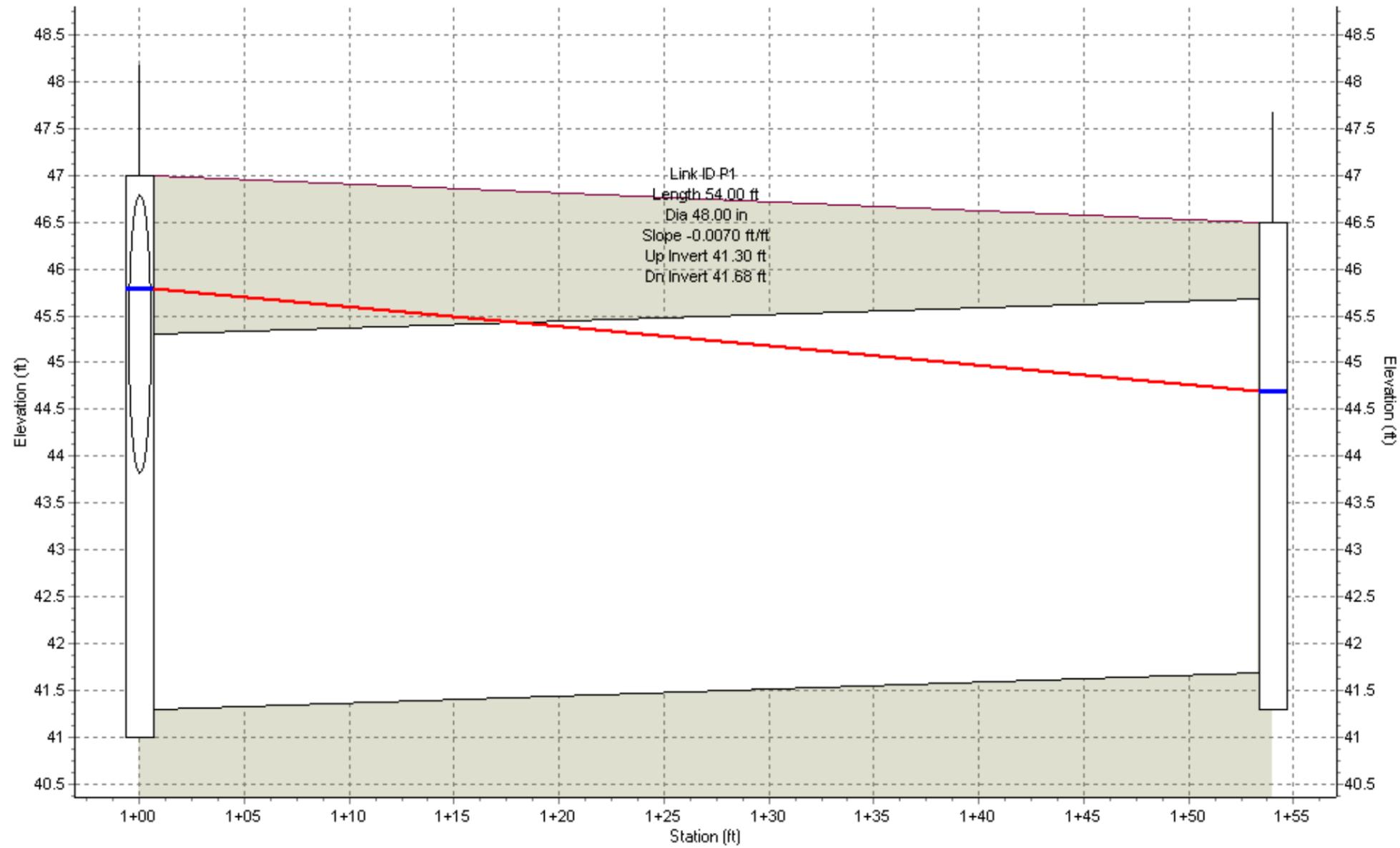
Node ID:	NW_TAN_1077	SE_TAN_1077	OUTLET_P7
Rim (ft):	42.00	40.00	39.60
Invert (ft):	37.09	37.00	36.37
Min Pipe Cover (ft):	0.00	0.00	0.00
Max HGL (ft):	41.37	41.36	38.81
Link ID:	Culv.No.6	Culv.No.7	
Length (ft):	71.00	48.00	
Dia (in):	24.00	24.00	
Slope (ft/ft):	-0.0059	0.0002	
Up Invert (ft):	37.09	37.38	
Dn Invert (ft):	37.51	37.37	
Max Q (cfs):	0.00	0.00	
Max Vel (ft/s):	0.00	0.00	
Max Depth (ft):	0.00	0.00	

Profile Plot
Culvert No. 10 at McGee 10 Yr Storm (Existing)



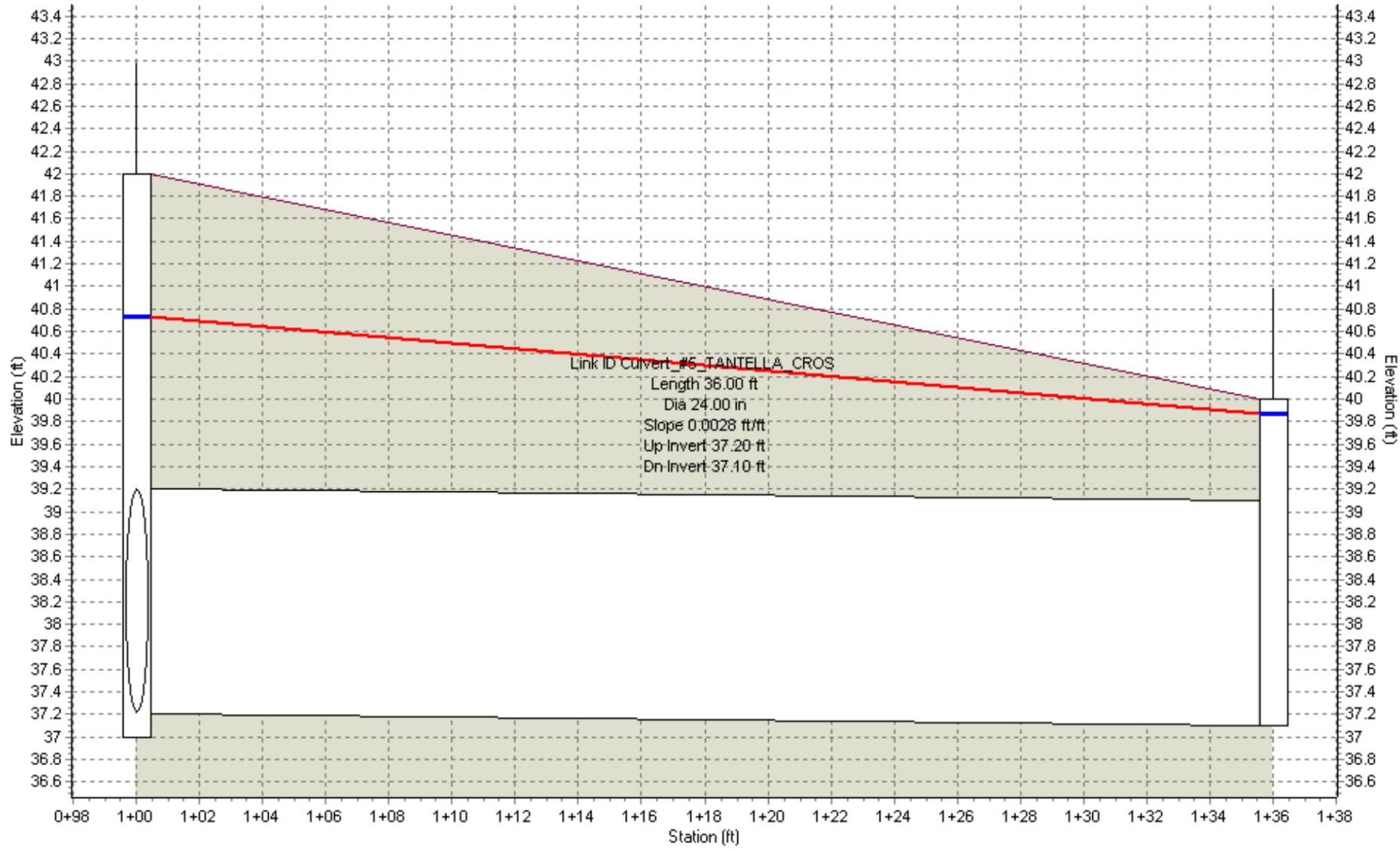
Node ID:	INLET_P10	OUTLET_P10
Rim (ft):	38.00	37.00
Invert (ft):	34.00	34.00
Min Pipe Cover (ft):	0.00	0.00
Max HGL (ft):	38.32	38.21
Link ID:	P10	
Length (ft):	33.00	
Dia (in):	30.00	
Slope (ft/ft):	0.0021	
Up Invert (ft):	35.08	
Dn Invert (ft):	35.01	
Max Q (cfs):	23.58	
Max Vel (ft/s):	5.19	
Max Depth (ft):	2.50	

Profile Plot
 Culvert No. 1 at SH 1077, 10 YR Storm (Proposed)



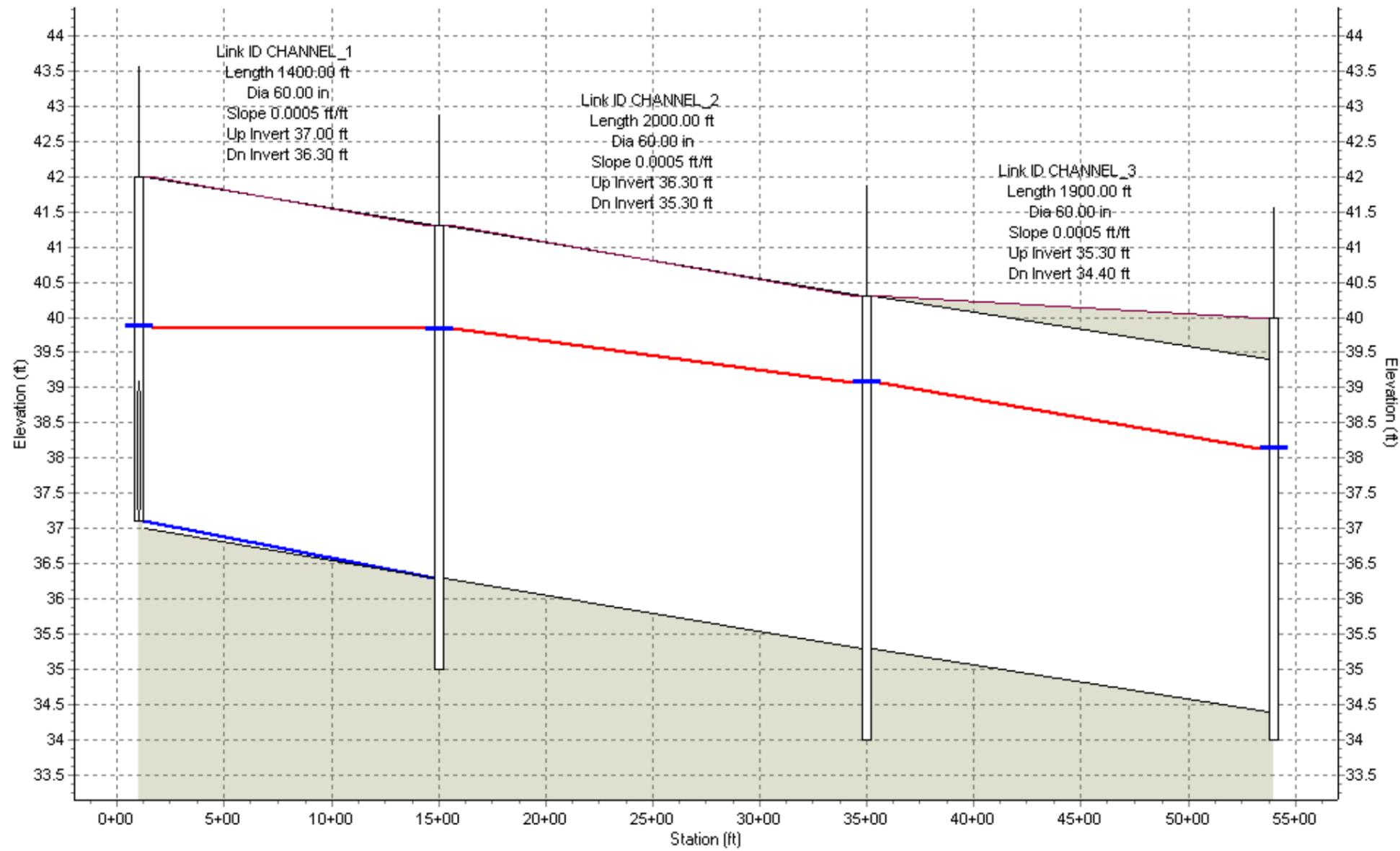
Node ID:	POND_3	OUTLET_P1
Rim (ft):	47.00	46.50
Invert (ft):	41.00	41.30
Min Pipe Cover (ft):		0.00
Max HGL (ft):	45.79	44.69
Link ID:	P1	
Length (ft):	54.00	
Dia (in):	48.00	
Slope (ft/ft):	-0.0070	
Up Invert (ft):	41.30	
Dn Invert (ft):	41.68	
Max Q (cfs):	150.60	
Max Vel (ft/s):	6.45	
Max Depth (ft):	3.50	

Profile Plot
 Culvert No. 5 at Tantella, 10 YR Storm (Proposed)



Node ID:	Tan_West	Tan_East
Rim (ft):	42.00	40.00
Invert (ft):	37.00	37.10
Min Pipe Cover (ft):	0.00	0.00
Max HGL (ft):	40.73	39.87
Link ID:	Culvert_#5_TANTELLA_CROS	
Length (ft):	36.00	
Dia (in):	24.00	
Slope (ft/ft):	0.0028	
Up Invert (ft):	37.20	
Dn Invert (ft):	37.10	
Max Q (cfs):	74.83	
Max Vel (ft/s):	7.96	
Max Depth (ft):	2.00	

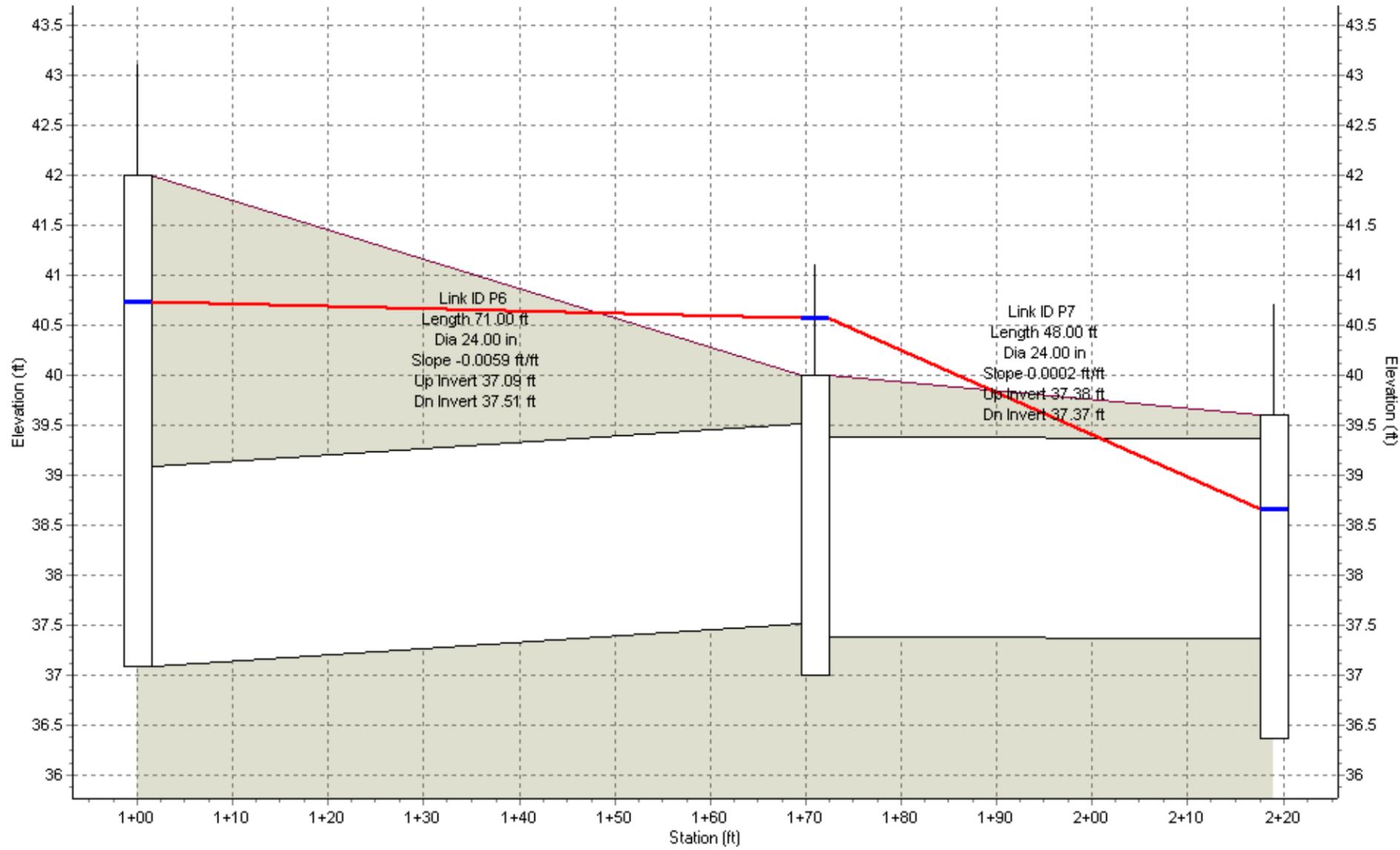
Profile Plot
New Channel at Tantella, 10 YR Storm (Proposed)



Node ID:	Tan_East	Jun-20	Jun-21	
Rim (ft):	40.00	40.00	40.00	40.00
Invert (ft):	37.10	35.00	34.00	34.00
Min Pipe Cover (ft):	0.00	0.00	0.00	0.60
Max HGL (ft):	39.87	39.84	39.08	38.14
Link ID:	CHANNEL_1	CHANNEL_2	CHANNEL_3	
Length (ft):	1400.00	2000.00	1900.00	
Dia (in):	60.00	60.00	60.00	
Slope (ft/ft):	0.0005	0.0005	0.0005	
Up Invert (ft):	37.00	36.30	35.30	
Dn Invert (ft):	36.30	35.30	34.40	
Max Q (cfs):	64.11	253.32	302.39	
Max Vel (ft/s):	0.72	1.33	1.53	
Max Depth (ft):	3.15	3.66	3.76	

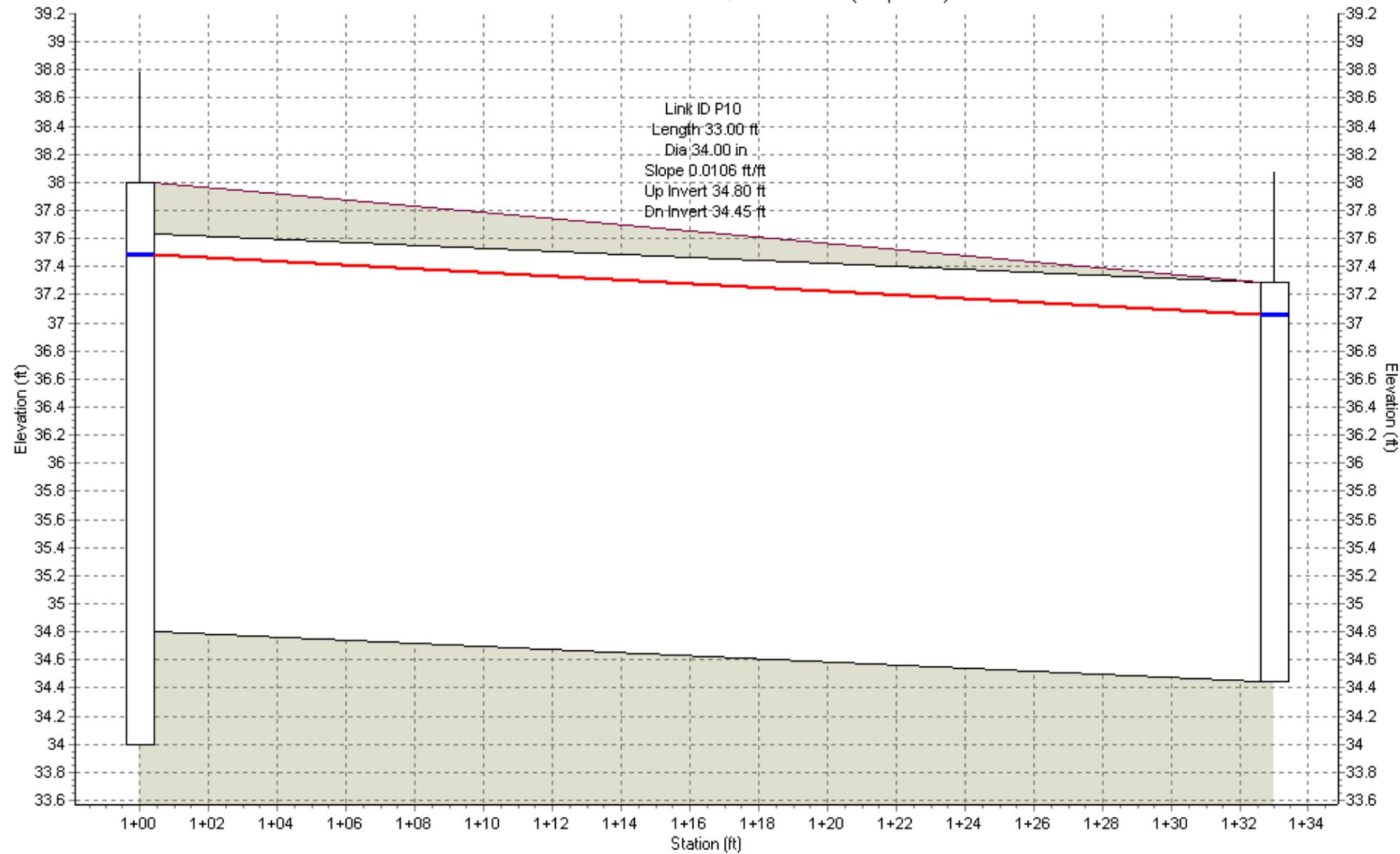
Profile Plot

Culvert No. 6 at Tantella & Culvert No. 7 at 1077 10 YR Storm (Proposed)



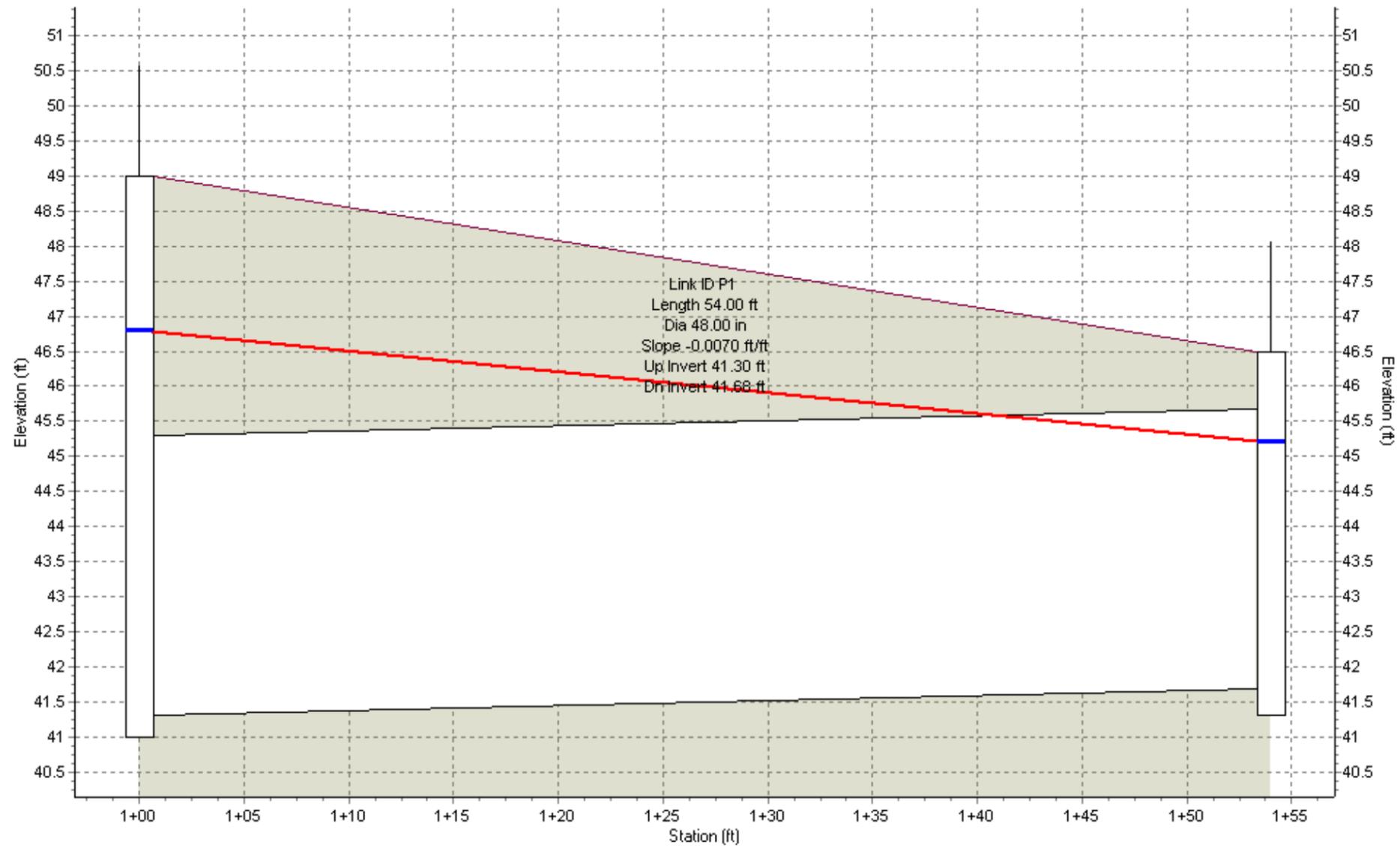
Node ID:	NW_TAN_1077	SE_TAN_1077	OUTLET_P7
Rim (ft):	42.00	40.00	39.60
Invert (ft):	37.09	37.00	36.37
Min Pipe Cover (ft):	0.00	0.00	0.00
Max HGL (ft):	40.73	40.57	38.66
Link ID:	P6	P7	
Length (ft):	71.00	48.00	
Dia (in):	24.00	24.00	
Slope (ft/ft):	-0.0059	0.0002	
Up Invert (ft):	37.09	37.38	
Dn Invert (ft):	37.51	37.37	
Max Q (cfs):	36.26	13.29	
Max Vel (ft/s):	5.93	4.78	
Max Depth (ft):	2.00	1.66	

Profile Plot
 Culvert No. 10 at McGee Road , 10 YR Storm (Proposed)



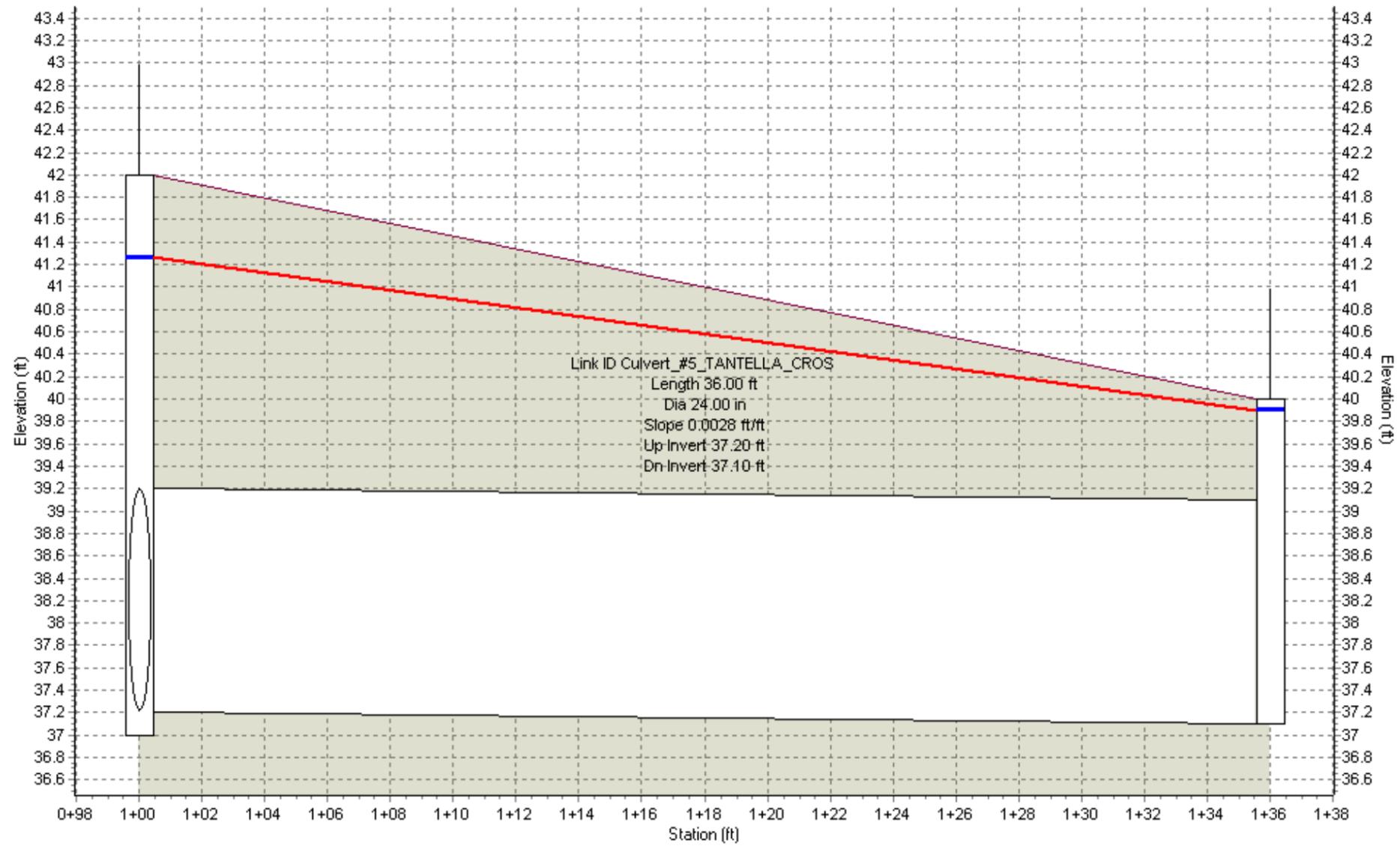
Node ID:	INLET_P10	OUTLET_P10
Rim (ft):	38.00	37.00
Invert (ft):	34.00	34.45
Min Pipe Cover (ft):	0.00	0.00
Max HGL (ft):	37.49	37.06
Link ID:	P10	
Length (ft):	33.00	
Dia (in):	34.00	
Slope (ft/ft):	0.0106	
Up Invert (ft):	34.80	
Dn Invert (ft):	34.45	
Max Q (cfs):	94.69	
Max Vel (ft/s):	4.84	
Max Depth (ft):	2.65	

Profile Plot
 Culvert No. 1 at SH 1077, 10 Yr Storm (Existing)



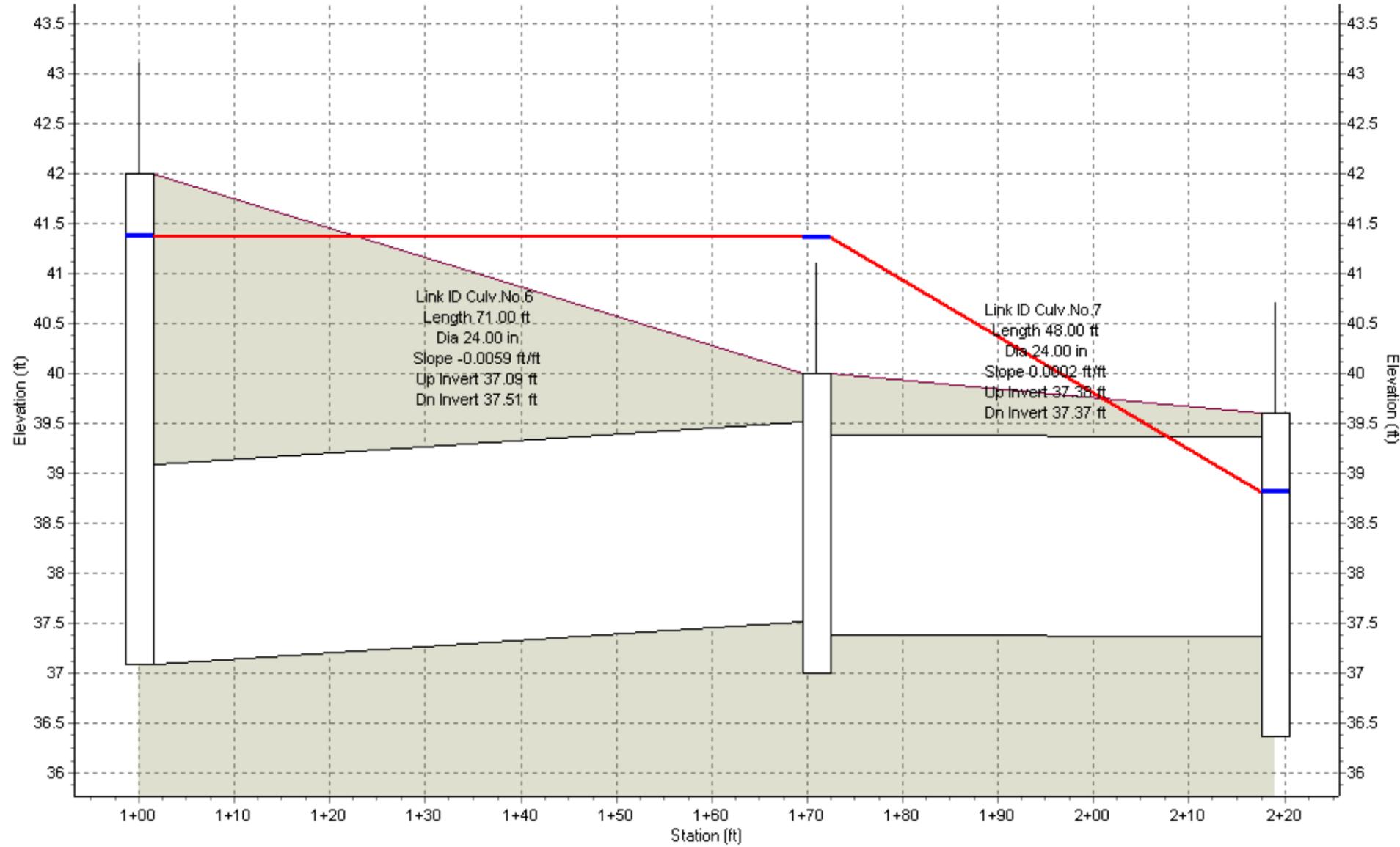
Node ID:	POND_B	OUTLET_P1
Rim (ft):	49.00	46.50
Invert (ft):	41.00	41.30
Min Pipe Cover (ft):		0.00
Max HGL (ft):	46.79	45.21
Link ID:	P1	
Length (ft):	54.00	
Dia (in):	48.00	
Slope (ft/ft):	-0.0070	
Up Invert (ft):	41.30	
Dn Invert (ft):	41.68	
Max Q (cfs):	207.85	
Max Vel (ft/s):	8.47	
Max Depth (ft):	3.76	

Profile Plot
Culvert No. 5 at Tantella, 10 Yr Storm (Existing)



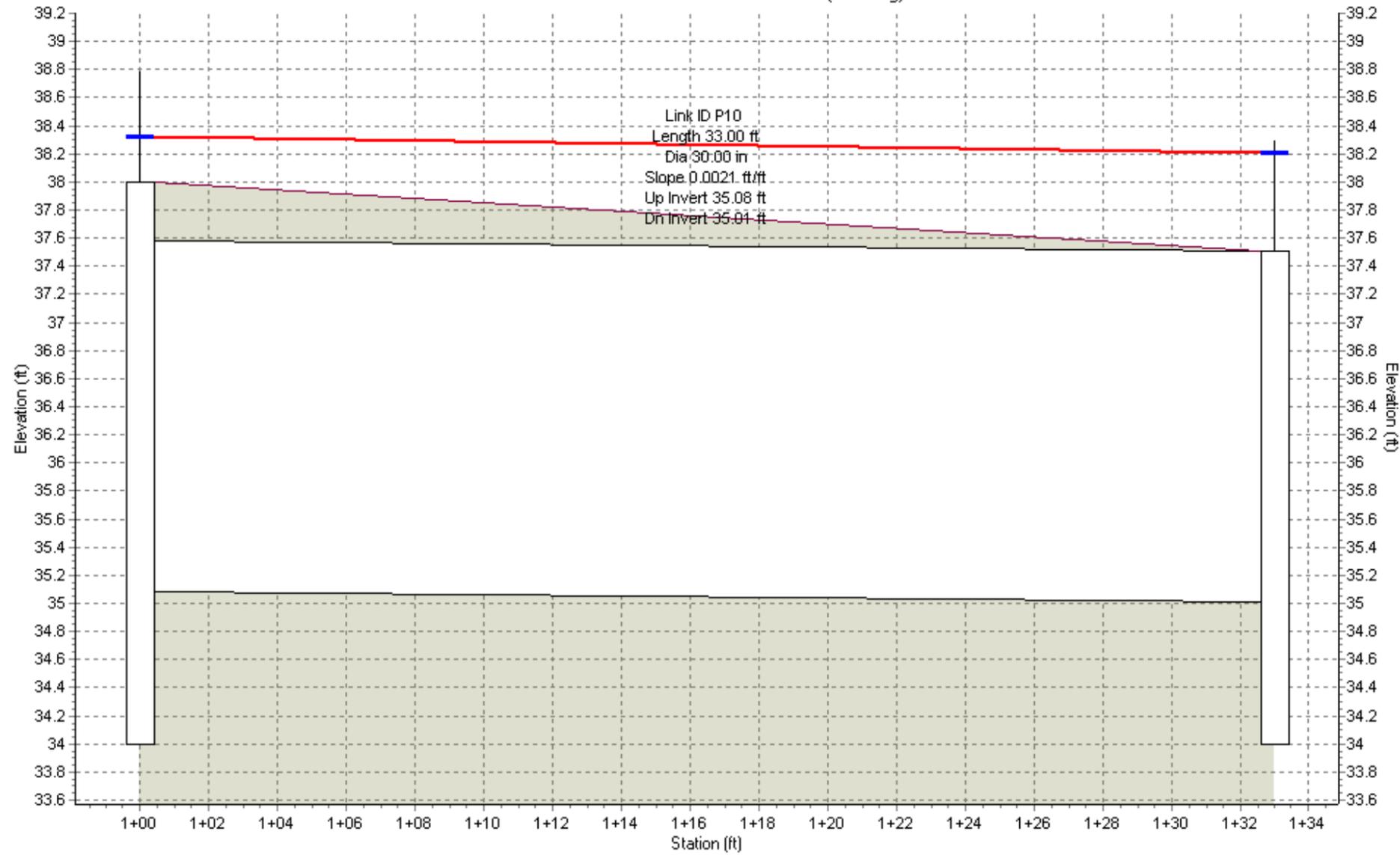
Node ID:	Tan_West	Tan_East
Rim (ft):	42.00	40.00
Invert (ft):	37.00	37.10
Min Pipe Cover (ft):	0.00	0.00
Max HGL (ft):	41.27	39.90
Link ID:	Culvert_#5_TANTELLA_CROS	
Length (ft):	36.00	
Dia (in):	24.00	
Slope (ft/ft):	0.0028	
Up Invert (ft):	37.20	
Dn Invert (ft):	37.10	
Max Q (cfs):	30.50	
Max Vel (ft/s):	11.02	
Max Depth (ft):	2.00	

Profile Plot
 Culvert No. 6 at Tantella, & Culvert No. 7 at SH1077 10 Yr Storm (Existing)



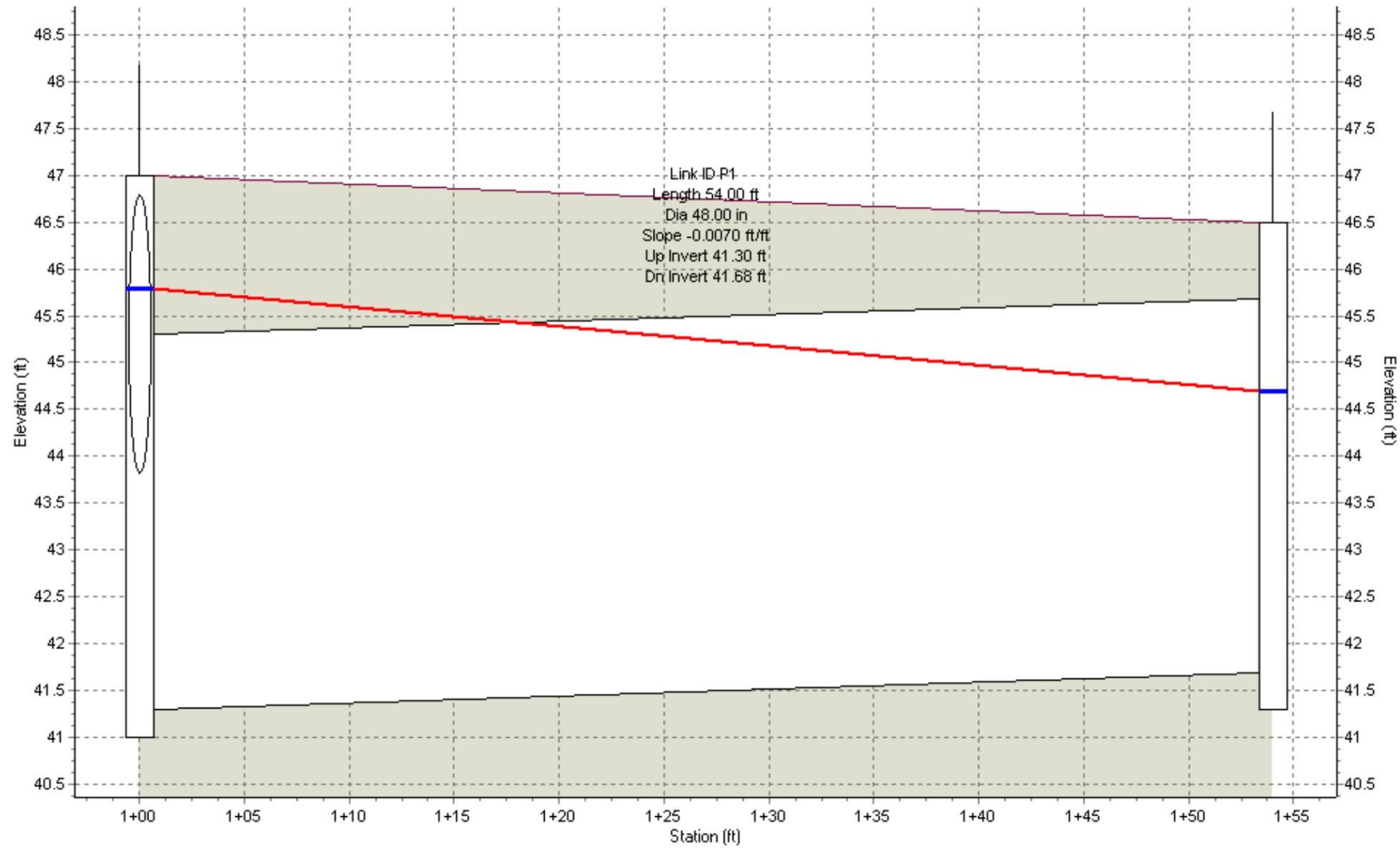
Node ID:	NW_TAN_1077	SE_TAN_1077	OUTLET_P7
Rim (ft):	42.00	40.00	39.60
Invert (ft):	37.09	37.00	36.37
Min Pipe Cover (ft):	0.00	0.00	0.00
Max HGL (ft):	41.37	41.36	38.81
Link ID:	Culv.No.6	Culv.No.7	
Length (ft):	71.00	48.00	
Dia (in):	24.00	24.00	
Slope (ft/ft):	-0.0059	0.0002	
Up Invert (ft):	37.09	37.38	
Dn Invert (ft):	37.51	37.37	
Max Q (cfs):	0.00	0.00	
Max Vel (ft/s):	0.00	0.00	
Max Depth (ft):	0.00	0.00	

Profile Plot
Culvert No. 10 at McGee 10 Yr Storm (Existing)



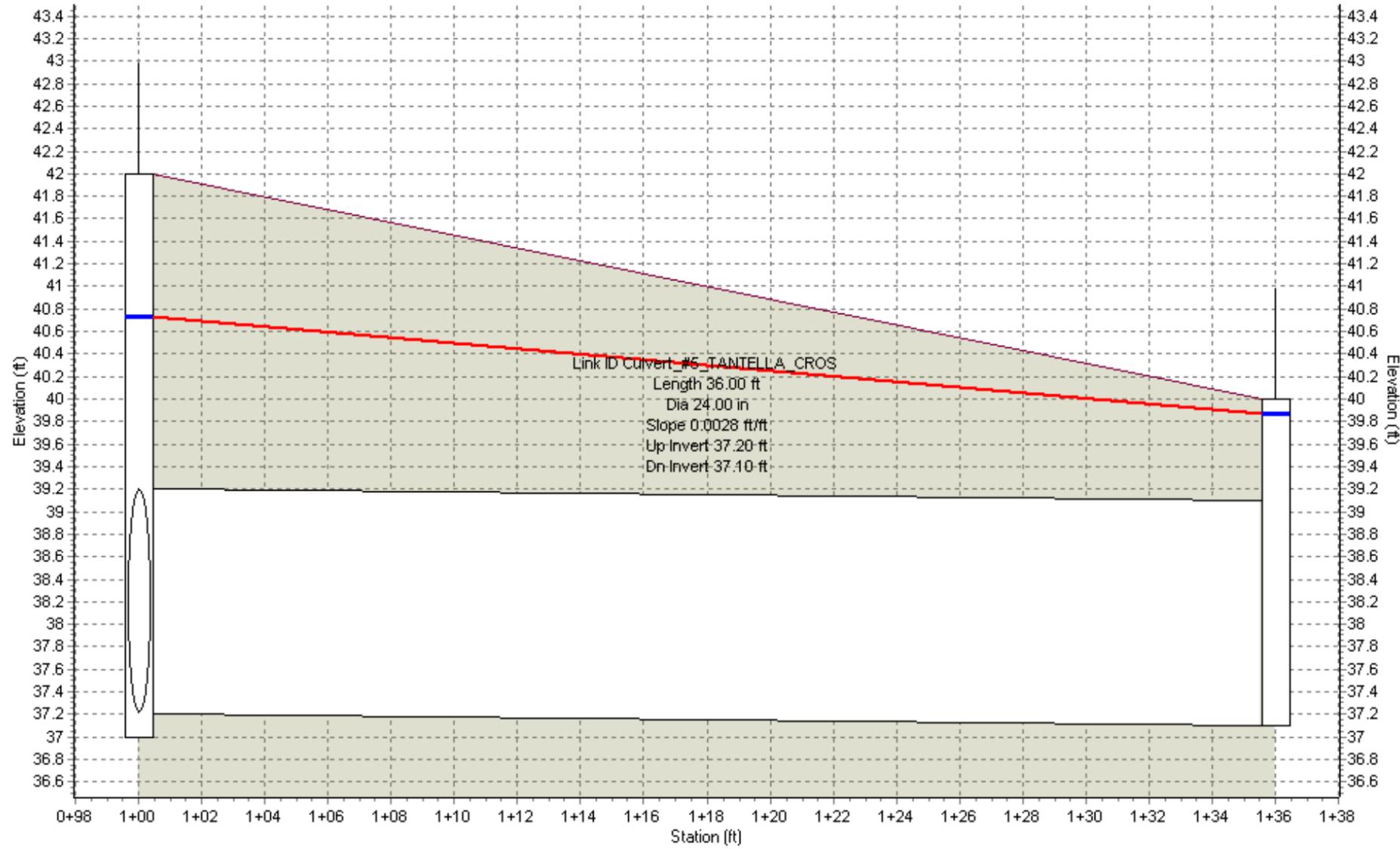
Node ID:	INLET_P10	OUTLET_P10
Rim (ft):	38.00	37.00
Invert (ft):	34.00	34.00
Min Pipe Cover (ft):	0.00	0.00
Max HGL (ft):	38.32	38.21
Link ID:	P10	
Length (ft):	33.00	
Dia (in):	30.00	
Slope (ft/ft):	0.0021	
Up Invert (ft):	35.08	
Dn Invert (ft):	35.01	
Max Q (cfs):	23.58	
Max Vel (ft/s):	5.19	
Max Depth (ft):	2.50	

Profile Plot
 Culvert No. 1 at SH 1077, 10 YR Storm (Proposed)



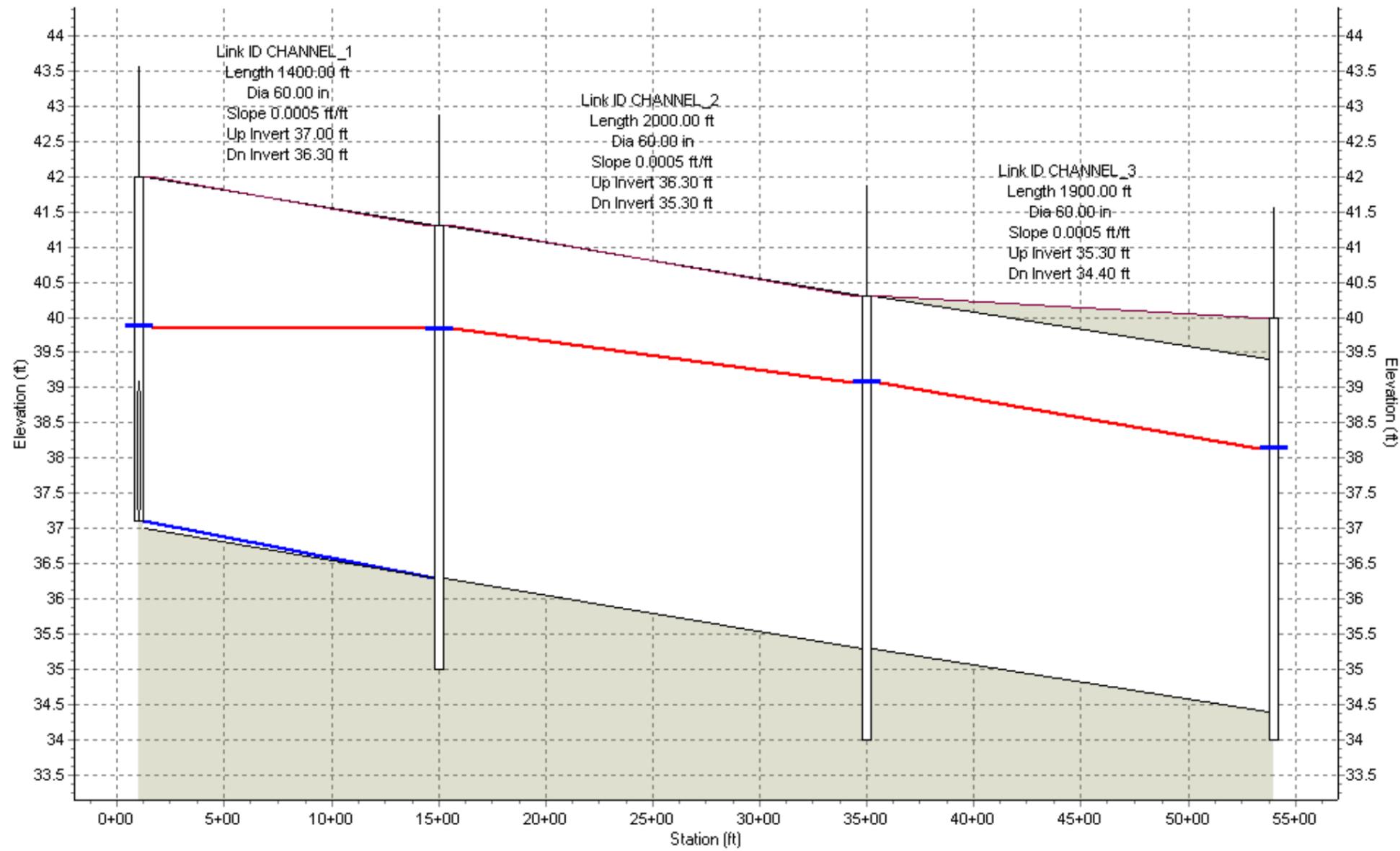
Node ID:	POND_3	OUTLET_P1
Rim (ft):	47.00	46.50
Invert (ft):	41.00	41.30
Min Pipe Cover (ft):		0.00
Max HGL (ft):	45.79	44.69
Link ID:	P1	
Length (ft):	54.00	
Dia (in):	48.00	
Slope (ft/ft):	-0.0070	
Up Invert (ft):	41.30	
Dn Invert (ft):	41.68	
Max Q (cfs):	150.60	
Max Vel (ft/s):	6.45	
Max Depth (ft):	3.50	

Profile Plot
 Culvert No. 5 at Tantella, 10 YR Storm (Proposed)



Node ID:	Tan_West	Tan_East
Rim (ft):	42.00	40.00
Invert (ft):	37.00	37.10
Min Pipe Cover (ft):	0.00	0.00
Max HGL (ft):	40.73	39.87
Link ID:	Culvert_#5_TANTELLA_CROS	
Length (ft):	36.00	
Dia (in):	24.00	
Slope (ft/ft):	0.0028	
Up Invert (ft):	37.20	
Dn Invert (ft):	37.10	
Max Q (cfs):	74.83	
Max Vel (ft/s):	7.96	
Max Depth (ft):	2.00	

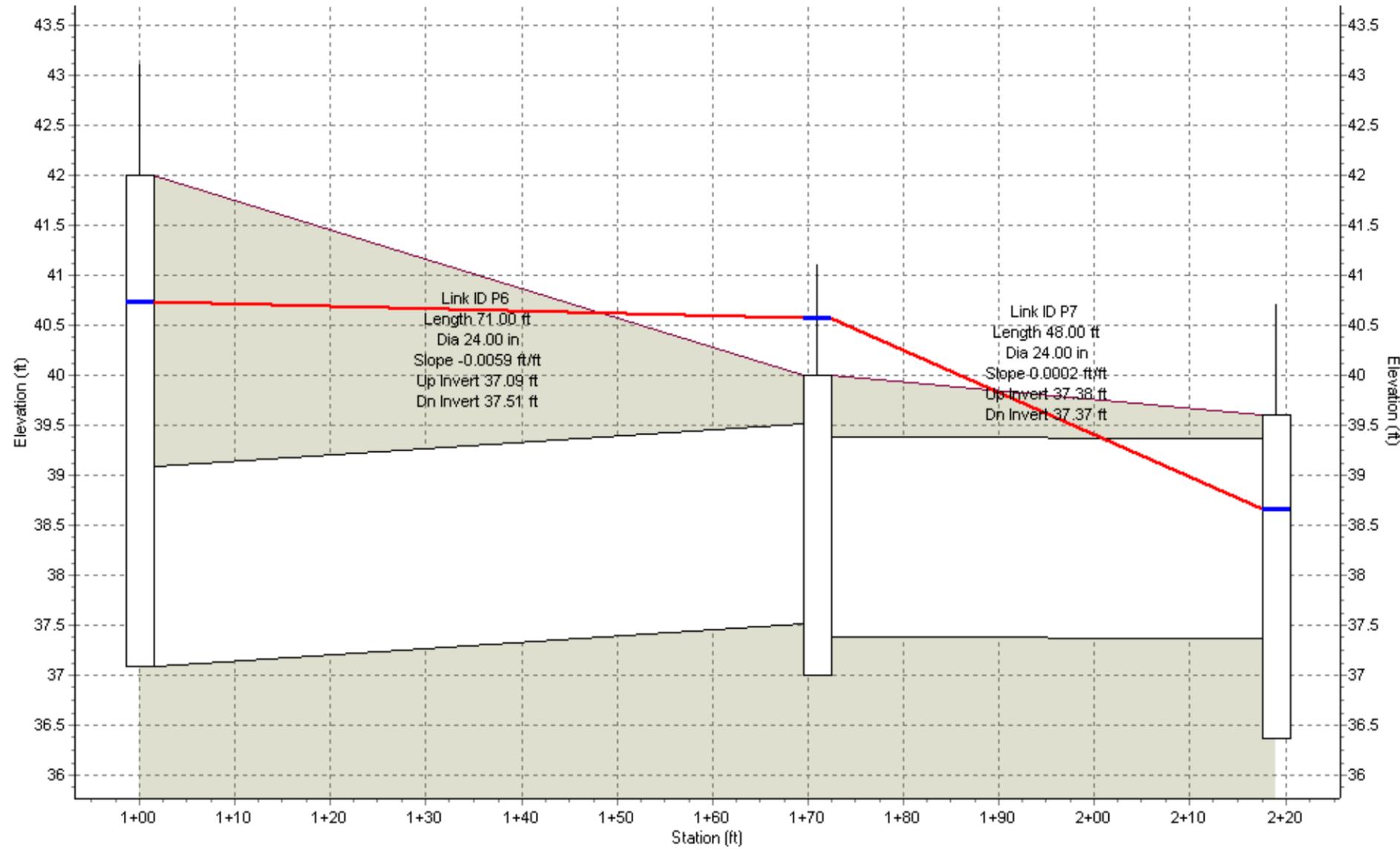
Profile Plot
New Channel at Tantella, 10 YR Storm (Proposed)



Node ID:	Tan_East	Jun-20	Jun-21	
Rim (ft):	40.00	40.00	40.00	40.00
Invert (ft):	37.10	35.00	34.00	34.00
Min Pipe Cover (ft):	0.00	0.00	0.00	0.60
Max HGL (ft):	39.87	39.84	39.08	38.14
Link ID:	CHANNEL_1	CHANNEL_2	CHANNEL_3	
Length (ft):	1400.00	2000.00	1900.00	
Dia (in):	60.00	60.00	60.00	
Slope (ft/ft):	0.0005	0.0005	0.0005	
Up Invert (ft):	37.00	36.30	35.30	
Dn Invert (ft):	36.30	35.30	34.40	
Max Q (cfs):	64.11	253.32	302.39	
Max Vel (ft/s):	0.72	1.33	1.53	
Max Depth (ft):	3.15	3.66	3.76	

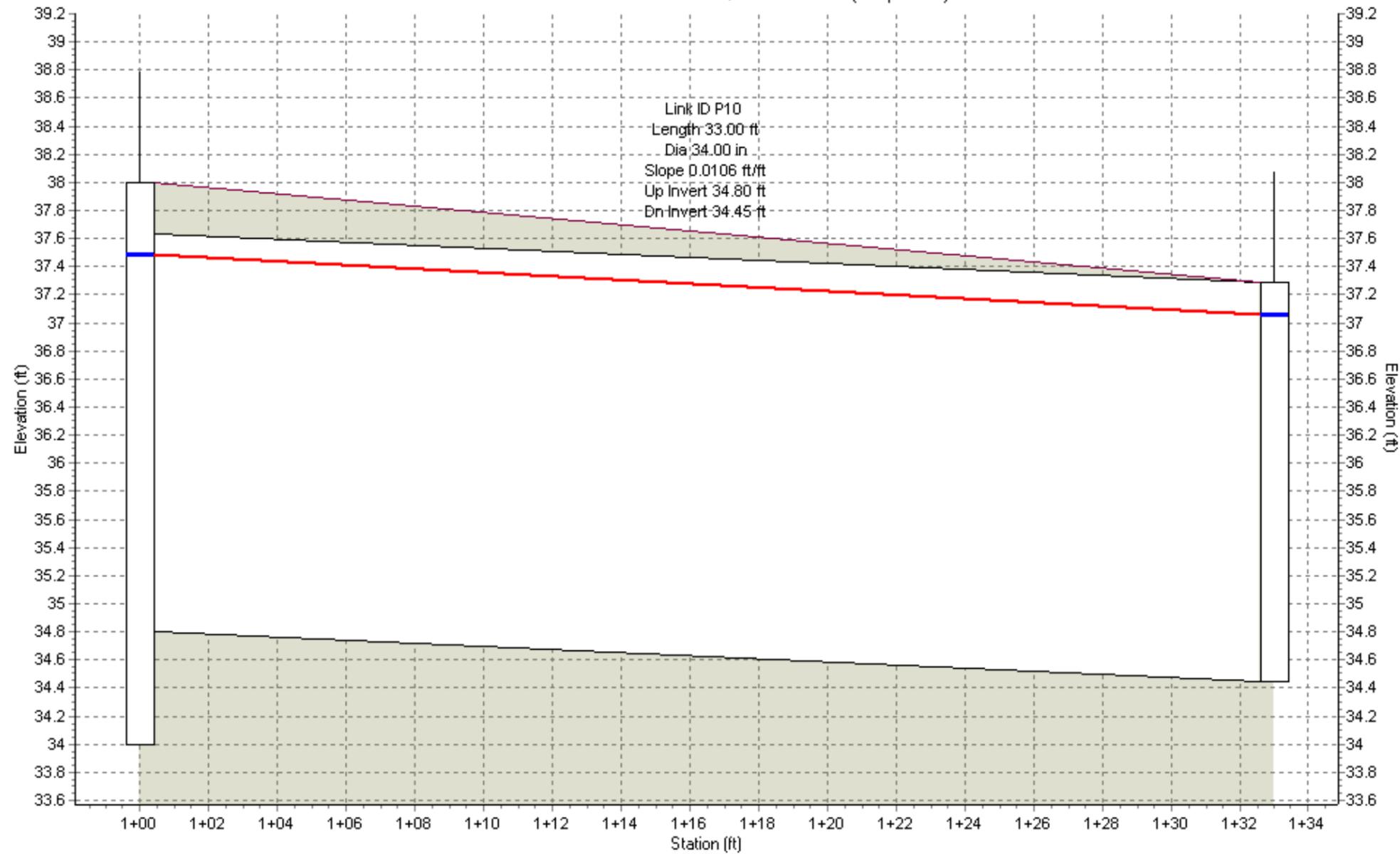
Profile Plot

Culvert No. 6 at Tantella & Culvert No. 7 at 1077 10 YR Storm (Proposed)

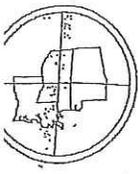


Node ID:	NW_TAN_1077	SE_TAN_1077	OUTLET_P7
Rim (ft):	42.00	40.00	39.60
Invert (ft):	37.09	37.00	36.37
Min Pipe Cover (ft):	0.00	0.00	0.00
Max HGL (ft):	40.73	40.57	38.66
Link ID:	P6	P7	
Length (ft):	71.00	48.00	
Dia (in):	24.00	24.00	
Slope (ft/ft):	-0.0059	0.0002	
Up Invert (ft):	37.09	37.38	
Dn Invert (ft):	37.51	37.37	
Max Q (cfs):	36.26	13.29	
Max Vel (ft/s):	5.93	4.78	
Max Depth (ft):	2.00	1.66	

Profile Plot
 Culvert No. 10 at McGee Road , 10 YR Storm (Proposed)

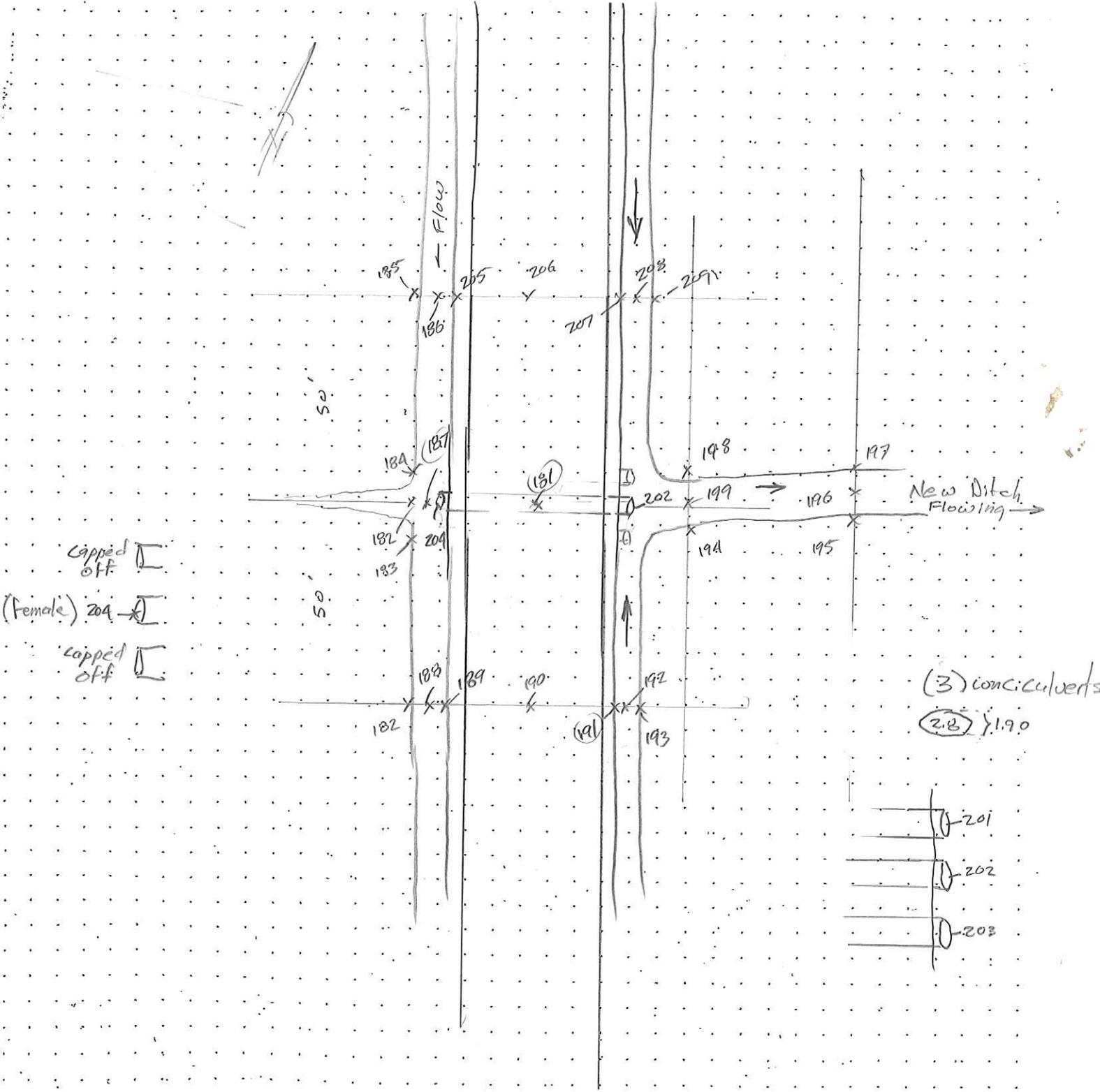


Node ID:	INLET_P10	OUTLET_P10
Rim (ft):	38.00	37.00
Invert (ft):	34.00	34.45
Min Pipe Cover (ft):	0.00	0.00
Max HGL (ft):	37.49	37.06
Link ID:	P10	
Length (ft):	33.00	
Dia (in):	34.00	
Slope (ft/ft):	0.0106	
Up Invert (ft):	34.80	
Dn Invert (ft):	34.45	
Max Q (cfs):	94.69	
Max Vel (ft/s):	4.84	
Max Depth (ft):	2.65	

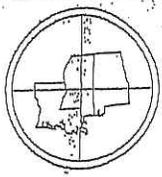


DADING, MARQUES &
ASSOCIATES, INC.
P.O. BOX 790
METAIRIE, LA. 70004
(504) 834-0200

JOB NO.:	55163	LOT	SQ.
CREW:	62 JH	SUBD.	
START:		CITY/STATE	ST. TAMMANY LA
FINISH:		DATE	1-22-17
		PAGE	OF

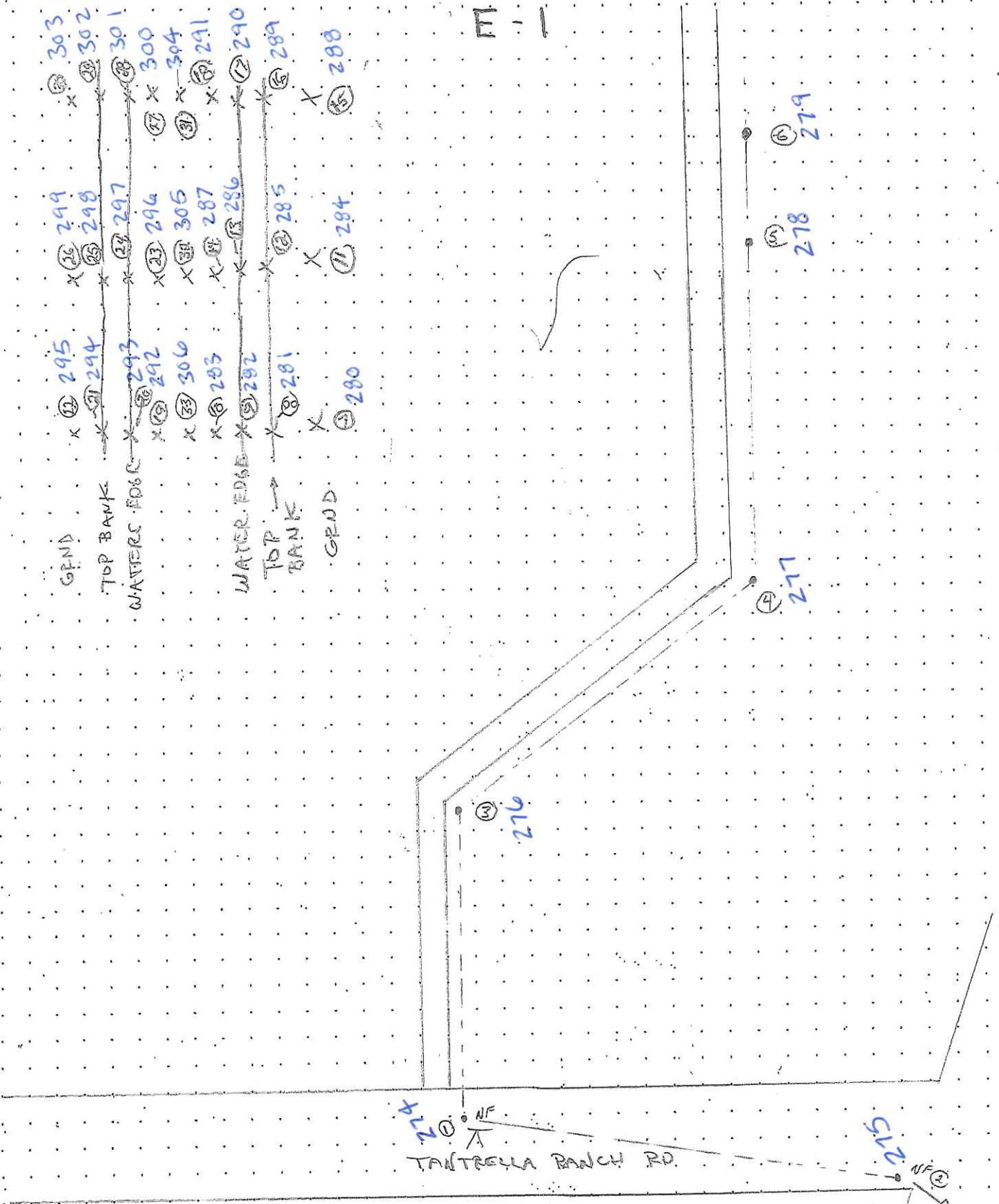


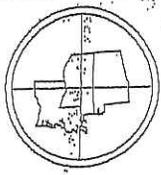
HWY 1077



DADING, MARQUES &
ASSOCIATES, INC.
P.O. BOX 790
METAIRIE, LA. 70004
(504) 834-0200

JOB NO.:	55613	LOT	SQ.
CREW:		SUBD.	
START:		CITY/STATE	
FINISH:		DATE	5-24-17
			PAGE 1 OF





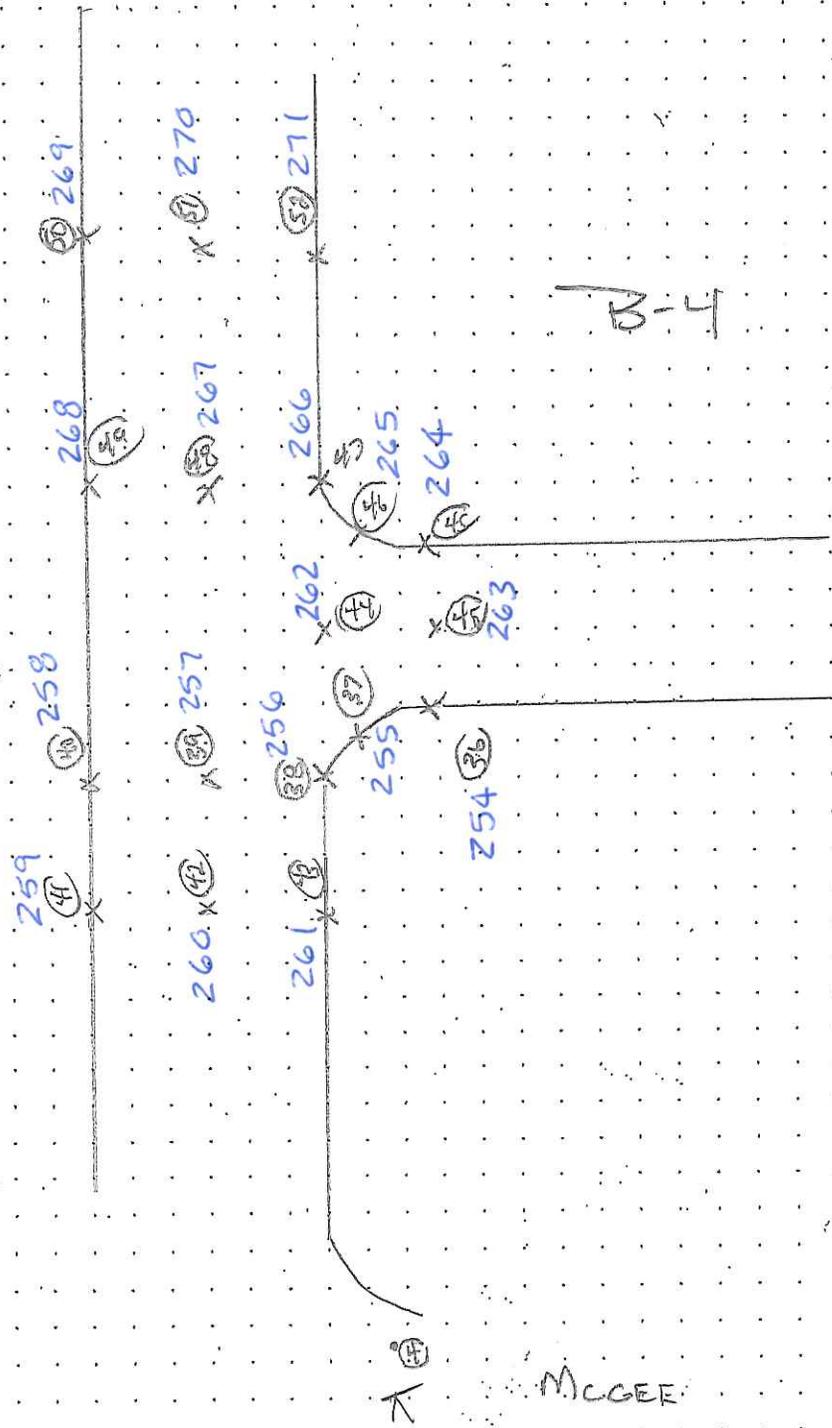
DADING, MARQUES &
ASSOCIATES, INC.
P.O. BOX 790
METAIRIE, LA. 70004
(504) 834-0200

JOB NO.:	55163	LOT		SQ.	
CREW:	SG CBTJ	SUBD.			
START:		CITY/STATE	SF TAMMANY		
FINISH:		DATE	5-24-17	PAGE	2 OF 2

DRAINAGE

SG 55163 A1

4
②





ST. TAMMANY PARISH

MICHAEL B. COOPER
PARISH PRESIDENT

NOTICE OF REQUEST FOR QUALIFICATIONS

St. Tammany Parish is seeking responses for the following project:

RFQ# 20-2-4 – Goodbee Pond

Responses will be received by the Department of Procurement, **until 2:00pm CST Thursday, June 25, 2020**. RFQ responses will be opened publicly at the physical location as identified in Section 1.4 of the RFQ documents and only respondents who have submitted an RFQ response shall be identified aloud. Prices shall not be read. Each response will be evaluated by designated Parish personnel after the submission deadline and public opening has passed.

Each Proposal must be sealed. The outside of the envelope, box or package should be marked with the Proposer's Name and Address, the Proposal Name, the RFQ #, and the Proposal Opening Date.

The successful Respondent must supply St. Tammany Parish Government with all required documentation as specified in the RFQ documents. Said Respondent must also be in Good Standing and licensed to do business in the State of Louisiana.

Specifications may be obtained from the St. Tammany Parish Government Procurement Office, 21454 Koop Dr., Suite 2F, Mandeville LA., 70471

Responses will be received at St. Tammany Parish Government Department of Procurement Office, 21454 Koop Dr., Suite 2F, Mandeville LA., 70471 from each Respondent or his agent, or by certified mail with return receipt requested.

Due to the COVID-19 pandemic, and in an effort to help slow the spread of the virus, we will be accepting hand delivered RFQ responses until the 2:00pm deadline. Please call Procurement office at 985-898-2520 and we will meet you at the front entrance of Building B to collect responses and issue a receipt. Any questions regarding this should be directed to the Department of Procurement via email at purchasing@stpgov.org.

Procurement Department

REQUEST FOR QUALIFICATIONS

ST. TAMMANY PARISH GOVERNMENT

GOODBEE POND

2020



RFQ Number: 20-2-4

Proposal Opening Date:

Proposal Opening Time:

April 6, 2020

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REQUEST FOR QUALIFICATIONS

FOR

GOODBEE POND

PART I: OVERVIEW

1.1 Background

Properties near the Tchefuncte River, in the Goodbee area of St Tammany parish, include numerous repetitive loss structures. Many of these properties flooded in both 2016 storm events, as well as other past events. To find a project that would mitigate flooding in this area, St Tammany Parish contracted with N-Y Associates in 2016 to perform a drainage study, which was finalized in August 2017. This study provided conceptual plans for a detention pond between Tantela Ranch Rd and LA Hwy 1077, north of the Spring Lakes subdivision. The proposed project will develop that concept further, culminating in bid documents for construction. In addition to the pond, downstream and upstream drainage improvements required to provide drainage system connectivity shall be included in the project.

1.1.1 Purpose/Goals

The purpose of this Request for Qualifications (RFQ) is to obtain informational proposals from qualified Respondents who are interested in providing:

- drainage study review and modeling (as required);
- engineering preliminary design services;
- surveying services;
- geotechnical engineering services; and
- environmental permitting services.

To design a storm water detention pond and other supportive drainage improvements in the Goodbee, LA area for the purpose of mitigating future flooding during rain events.

Optional tasks, for inclusion by amendment later at the parish's discretion, include:

- final engineering design services;
- land acquisition services;
- bidding services;
- construction management and inspection services, and/ or;
- materials sampling and testing services.

Submittal of a proposal does not create any right or expectation to a contract with the Parish.

1.2 Definitions

- A. Shall – The term “shall” denotes mandatory requirements.
- B. Must - The term “must” denotes mandatory requirements.
- C. May - The term “may” denotes an advisory or permissible action.
- D. Should – The term “should” denotes a desirable action.
- E. Contractor – A Respondent who contracts with the Parish.
- F. Parish - St. Tammany Parish Government.
- G. Discussions- For the purposes of this RFQ, a formal, structured means of conducting written or oral communications/presentations with responsible Respondents who submit proposals in response to this RFQ.
- H. RFQ – Request for Qualifications.
- I. Respondent – Person or entity responding to this RFQ.
- J. Agreement – A contract between the Contractor and the Parish.
- K. Evaluation Committee – Committee established for the purposes of evaluating proposals submitted in response to this RFQ.

1.3 Schedule of Events

	<u>Date</u>	<u>Time (CT)</u>
1. RFQ Available		
2. Deadline to receive written inquiries		
3. Deadline to answer written inquiries		
4. Proposal Opening Date (deadline for submitting proposals)		
5. Oral discussions with Respondents, if applicable		<i>To be scheduled</i>
6. Notice of Intent to Award to be mailed		<i>To be scheduled</i>
7. Contract Initiation		<i>To be scheduled</i>

NOTE: The Parish reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the RFQ.

1.4 Proposal Submittal

This RFQ is available in PDF format at www.stpgov.org or in printed and PDF form from St. Tammany Parish Government Procurement Department, 21454 Koop Drive, Suite 2F, Mandeville, Louisiana 70471.

It is the Respondent's responsibility to check the Parish website frequently for any possible addenda that may be issued. The Parish is not responsible for a Respondent's failure to download any addenda documents required to complete an RFQ.

All proposals shall be received by the Procurement Department **no later than the date and time shown in the Schedule of Events.**

Important - - Clearly mark outside of the sealed envelope, box or package with the following information and format:

- X **Name and Address of Proposer**
- X **Proposal Name: GOODBEE POND**
- X **RFQ #: 20-2-4**
- X **Proposal Opening Date:**

Proposals may only be sent via certified mail, hand-delivery or courier service to our physical location at:

St. Tammany Parish Government Procurement Department
21454 Koop Drive, Suite 2F
Mandeville, Louisiana 70471

Respondent is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. The Parish is not responsible for any delays caused by the Respondent's chosen means of proposal delivery.

Respondent is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.

PROPOSALS SHALL BE OPENED PUBLICLY AT THE PHYSICAL LOCATION IDENTIFIED ABOVE AND ONLY RESPONDENTS SUBMITTING PROPOSALS SHALL BE IDENTIFIED ALOUD.

1.5 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below:

- A. **Cover Letter:** The cover letter should exhibit the Respondent's understanding and approach to the contemplated projects. It should contain a summary of Respondent's ability to perform the services described in the RFQ and confirm that Respondent is willing to perform those services and enter into a contract with the Parish.

ATTENTION: Please indicate in the Cover Letter which of the following applies to the signer of this proposal. Evidence of signature authority shall be provided upon the Parish's request.

1. The signer of the proposal is either a corporate officer who is listed on the most current annual report on file with the secretary of state **or** a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the secretary of state. **A copy of the annual report or partnership record must be submitted to the Parish before contract award.**
2. The signer of the proposal is a representative of the Respondent authorized to submit this proposal as evidenced by documents such as, corporate resolution, certification as to corporate principal, etc. **If this applies, a copy of the resolution, certification, or other supportive documents must be submitted to the Parish before contract award.**

The cover letter should also:

1. Identify the submitting Respondent and provide its federal tax identification number;
 2. Identify the name, title, address, telephone number, fax number, and email address of each person authorized by the Respondent to contractually obligate the Respondent; and
 3. Identify the name, address, telephone number, fax number, and email address of the contact person for technical and contractual clarifications throughout the evaluation period.
- B. **Table of Contents:** Organized in the order cited in the format contained herein.
- C. **Respondent Qualifications and Experience:** History and background of Respondent, financial strength and stability, related services provided to government entities, existing customer satisfaction, volume of merchants, etc. Respondent should specifically provide a description of all relevant consulting assignments similar to the services requested herein which have been completed by the Respondent within the last three (3) years ("Recent Projects").

The description of any such Recent Projects should include the following:

1. Name of the client;
 2. Year of the assignment and length of time to complete the project;
 3. Nature of the services rendered; and
 4. Professionals assigned to the project who are also proposed to serve on this assignment.
- D. **Proposed Solution/Technical Response:** Illustrating and describing proposed technical solution and compliance with the RFQ requirements.
- E. **Innovative Concepts:** Presentation of innovative concepts, if any, for consideration.
- F. **Project Schedule:** Detailed schedule of implementation plan. This schedule is to include implementation actions, timelines, responsible parties, estimate of total time to acquire property up to initial offer, etc.
- G. **References:** Respondent should provide names, addresses, telephone numbers, and contact persons for five (5) other public jurisdictions for which comparable services have recently been rendered, including a description of the services provided.
- H. **Customer Service:** Each Respondent should submit a provision for customer service, including personnel assigned, toll-free number, and account inquiry, etc.
- I. **Resumes:** Each Respondent should submit resumes for account manager, designated customer service representative(s), and any other key personnel to be assigned to this Project, including those of subcontractors, if any.
- J. **Financial Stability Statement:** Each Respondent should submit information demonstrating the Respondent's financial stability (financial statements, annual reports, or similar data for the last three years).
- K. **Additional Information:** Each Respondent should submit any other information deemed pertinent by the Respondent including terms and conditions which the Respondent wishes the Parish to consider.
- L. **Acknowledgment and Waiver:** Respondent shall execute and have notarized an Acknowledgment and Waiver (Attachment "C" hereto).
- M. **Multiple Copies of Response:** Each Respondent shall submit one (1) signed original response. Four (4) additional copies of the proposal should be provided, as well as one (1) redacted copy, if applicable (See Section 5.2) and one (1) electronic copy via USB or CD.

PART II: SCOPE OF WORK/SERVICES

2.1 Scope of Work/Services

Provider shall provide Engineering Services to design an approximately 54-acre detention pond for the Goodbee Pond Project in Goodbee, LA (S8 - T6S - R10E,). The existing Tantela Ranch Road Regional Drainage Study prepared by N-Y Associates, Inc., dated August 2017 may be utilized. The pond is planned to be located northwest of the Spring Lakes Subdivision, between Tantela Ranch Rd and LA Hwy 1077 within the Tchefuncte River watershed, on undeveloped land, if possible. The pond design shall include any immediate downstream or upstream drainage improvements as necessary to facilitate connectivity to the pond, which may include, but is not limited to cross drains, side drains, storm drains, and ditches.

At this time, the Parish is contracting for Phase I – Feasibility and Design.

After Phase I is concluded, the Parish may amend the Contract to include Phase II Land Acquisition Services and Construction tasks, as needed.

PHASE I – FEASIBILITY AND DESIGN

TASK 1- STUDY/ MODELING

Provider shall provide engineering services, as required to study in detail the hydrology and hydraulics (H&H) of the proposed pond. The study will include re-evaluating the benefits and verifying pond design criteria outlined in the 2017 N-Y Associates study. The provider may utilize the existing SWMM and HEC-RAS hydrologic and hydraulic model data created by N-Y Associates.

Deliverables shall include one (1) electronic copy and one (1) hard copy of the H&H study report. This report shall be signed, stamped, and dated by a Professional Civil Engineer currently licensed in Louisiana.

TASK 2 – PRELIMINARY DESIGN

Sub-Task 2.1 – 30% Design

Preliminary plans will be developed in Sub-Task 2.1 and shall include proposed pond layout with connections to existing drainage ways, as well as typical cross sections of the pond, inlet & outlet structures, and channels. The Provider shall identify properties to be acquired and, if applicable, the need for relocation of existing utilities. Needs for surveying, property acquisition, geotechnical, and environmental permitting shall also be identified during this sub-task. Provider shall also identify potential conflicts and suggest possible solutions. Provider shall coordinate with the Parish to ensure that any public or private drainage improvement projects connecting to the drainage of this project are incorporated into the design.

Deliverables shall include one (1) electronic copy and one (1) hard copy of the preliminary design plans and preliminary Opinion of Probable Costs of Construction (OPCC), which shall include right-of-way acquisition, utility relocations, geotech, survey, and environmental.

Sub-Task 2.2 – Survey

Provider shall procure and coordinate all topographic surveys, cross-sections, base maps, right-of-way maps, property descriptions, and parcel maps, as required for the project. All surveys shall be stamped, signed, and dated by a Professional Land Surveyor currently licensed in Louisiana.

These maps shall identify all existing State and/or Parish rights-of-way. Property corners shall be clearly marked for the existing and required right of way. Land surveys for the acquisition of additional rights-of-way or servitudes necessary for this project shall also be prepared. Survey shall include the location and owners of all existing utilities located within the project. Provider shall conduct research using parcel maps, right-of-way drawings, utility as-builts, LIDAR, and any other reasonable methods to acquire enough information about the property to determine accurate cost estimates and to produce a constructible design.

Deliverables shall include one (1) electronic copy and one (1) hard copy of the surveys and other documentation, as required for design and property acquisition.

Sub-Task 2.3 – Geotechnical Report

Provider shall furnish all geotechnical services necessary to perform geotechnical investigations, analyses, and design recommendations. Services include, but are not limited to:

- Geotechnical field investigations for soil borings taken at appropriate locations in and around proposed pond;
- Preparation of soil boring logs;
- Geotechnical laboratory testing and analysis; and
- Geotechnical report summarizing all of the above and listing recommendations for earthwork components of the project.

Deliverables shall include one (1) electronic copy and one (1) hard copy of the geotechnical report. This report shall be signed, stamped, and dated by a Professional Civil Engineer currently licensed in Louisiana.

Sub-Task 2.4 – Environmental Permitting

Provider shall research all potential environmental “show stopping” constraints or issues that influence early determinations of the project’s feasibility, timing, and cost to both the natural and human environment. Provider will identify any major community issues impacted by the project during construction and operational phases of the project. Provider will assist the Parish in assessing potential mitigation costs for the project.

Provider shall assist in acquiring all permits required to construct the project, which includes but is not limited to:

- A wetland assessment to include preliminary meetings and coordination with Corps of Engineers (USACE) to give them a preview of the proposed project, define any concerns and requirements for required permit applications, and to obtain an agreement on the methods and scope of a final wetland delineation to be used as a jurisdictional determination. Provider will facilitate the issuance of the jurisdictional determination by USACE.
- Consult with US Fish and Wildlife Service (USFWS) and State Historic Preservation Office (SHPO) to identify any locations within the proposed project area that may be considered sensitive to endangered or threatened species and cultural or historic resources.
- If the project extends into the LA 1077 right-of-way, a DOTD permit will also be required.
- Provider shall also assist in acquiring a Land Clearing Permit from St. Tammany Parish.
- Finally, Provider shall create a Stormwater Pollution Prevention Plan and submit a Notice of Intent to EPA and LA DEQ.

Deliverables shall include one (1) electronic copy of all permit applications, as well as approved permits from applicable entities.

PHASE II - LAND ACQUISITION SERVICES, FINAL DESIGN, & CONSTRUCTION (OPTIONAL)

Optional services will be determined upon satisfactory completion of Phase I

TASK 3 – LAND ACQUISITION SERVICES (OPTIONAL)

Provider shall procure and coordinate all services necessary for the purchase of any property and right-of-way required for the approved project design.

TASK 4 – FINAL DESIGN (OPTIONAL)

Provider shall provide engineering design services, as required, to generate final plans and bid documents in the Parish format. Submittals will be broken down into 60% and 100% final for review by the Parish. Depending on the quantity and content of comments after each review, a meeting may be required. All comments must be resolved prior to the Parish authorizing work on the next step.

Part 1 of Task 4 - 60% plans shall include a drainage plan that will not inhibit drainage from or cause adverse effects to adjacent properties. Calculations supporting drainage capacity of proposed drainage structures shall also be submitted with these plans. Roadside drainage shall be designed for the 10 year storm and main trunk lines and laterals shall be designed for the 100 year storm, unless otherwise specified by the Parish. An updated OPCC shall be included with the 60% plans.

Deliverables shall be one (1) electronic set of the 60% plans and an updated OPCC. Parish will review the 60% submittal and submit comments to the Provider.

Part 2 of Task 4 - The 100% draft set shall include bid documents in the Parish format, design drawings, technical specifications, and a Final OPCC. Provider shall include the construction time estimate in calendar days and recommend the contractor's license/project classification for the project. Technical Specifications shall be in the Construction Divisions Master Format, LA DOTD, or other acceptable format.

Deliverables shall be one (1) electronic set and one hard copy set of the draft 100% plans, specifications, and a Final OPCC. Parish will review the submittal and send comments to the Provider. All comments from the Parish, as well as all comments from permitting and regulatory agencies, must be resolved for final approval. Once finalized, the plans, specifications, and OPCC shall be signed, stamped, and dated by a Professional Civil Engineer currently licensed in Louisiana.

TASK 5 – BIDDING AND CONTRACTING (OPTIONAL)

Upon Parish review and written approval of all above tasks, Provider will begin Task 5 – Bidding and Contracting Phase, if requested in writing by the Parish. Provider shall prepare bid documents, providing at least 10 sets of bidding documents, one electronic set, a Final OPCC, and one complete copy of the Auto CAD, Word, Excel, or other raw data files.

Final Plans, Specifications, and OPCC shall be stamped, signed, and dated by a Professional Civil Engineer currently licensed in the State of Louisiana.

Provider shall assist during the bidding phase by preparing addenda in the Parish format to respond to inquiries, assisting with pre-bid meeting, and tabulating and reviewing bid results, and make recommendation on acceptance of bids, as requested by the Parish.

TASK 6 – CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES (OPTIONAL)

Provider to furnish construction management services, typically performed by the Project Engineer, and/ or full-time or part-time on-site inspection services to monitor construction progress and compliance with plans, specifications, and all permits. Services in this task include, but are not limited to:

- Attend the pre-construction and progress meetings;
- Provide construction engineering support including construction drawing review, submittals review, and request for information support, contractor proposals, and change order assistance;
- Maintain all construction field records;
- Make daily entries in the project diary to indicate the Provider's personnel and contractor's personnel present on the job site;
- Visit the project site as required to check construction for conformity;
- Provide all necessary personnel and equipment to perform the required field-testing for quality assurance in accordance with the latest DOTD Sampling and Testing Manual;
- Visit project site as required to check construction for conformity;
- Substantial completion walk-through inspection with punch list preparation;
- Final walk-through inspection to verify completion of punch list;
- Keep clear and concise records of the contractual operations, prepare monthly pay estimates, review pay applications and make monthly progress reports;
- Submit "As-Built" plans, reflect all changes made from the original plans, with the final estimate; and
- Provide owner manuals and warranty information, if applicable.

TASK 7 - MATERIALS SAMPLING AND TESTING (OPTIONAL)

Provider to provide all materials sampling and testing services typically performed by the Materials Testing Laboratory during construction. All testing shall be done by a certified laboratory. Services shall be determined upon satisfactory completion of final plans and will include, but are not limited to:

- Soil Gradation and Classification
- Concrete Slump, Temperature, and Air
- Concrete Compressive Strength
- Optimum Moisture and Density
- Field Density

General

Provider shall submit a design schedule or timeline for each task and sub-task. A status report shall be included with each invoice. 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.

Schedule

The time period for completion of Phase I is one (1) year from Notice to Proceed (NTP) issued by the Parish.

Provider likewise agrees to provide all documentation within its possession required and requested by the Parish for funding by the State or Federal Government.

References

1. AASHTO Standards
2. ASTM Standards
3. DOTD Test Procedures
4. DOTD Materials Sampling Manual
5. DOTD Location and Survey Manual and Addenda
6. Louisiana Standard Specifications for Roads and Bridges
7. Manual on Uniform Traffic Control Devices
8. National Environmental Policy Act (NEPA)
9. National Electrical Safety Code
10. National Electrical Code (NFPA 70)
11. Code of Federal Regulations 29 CFR 1926 (OSHA)

2.2 Period of Agreement

The Parish and selected Contractor agree that the term of the contract shall be 1 year(s), with an option to renew for approved and requested optional services. Renewal is at the Parish's option and upon acceptance of the Contractor.

The term of any contract resulting from this solicitation shall begin on the date of the executed Notice to Proceed. The contract shall terminate pursuant to the terms and conditions of section 5.31 herein, the terms and conditions of the contract, operation of law, as agreed between the parties, or upon satisfactory completion of all services and obligations described in the contract.

Prior to commencing each work task, the Contractor will be required to secure a written Notice to Proceed Letter from the Parish and must execute an acknowledgment that it will comply with all requirements of the funding agency, if applicable.

2.3 Price Schedule

Omitted as not applicable to this RFQ.

2.4 Deliverables

The deliverables listed in Scope of Work/Services are the minimum desired from the successful Respondent. Every Respondent should describe what deliverables will be provided per their proposal and how the proposed deliverables will be provided.

2.5 Location

Refer to Section 2.1 Scope of Work/Services.

PART III: EVALUATION

The evaluation committee shall assign points to its evaluation of each Proposal as follows:

Evaluation Criteria	Possible Points
Compliance with the RFQ	15
Understanding of the Project	15
Approach to the Project	15

Ability to perform within the stated estimated timeframe	20
Qualifications of the Respondent, including, but not limited to, its experience and personnel assigned to similar projects	20
Proposal quality and references	15
Total	100

The proposal will be evaluated in light of the material and the substantiating evidence presented to the Parish, not on the basis of what may be inferred.

The scores will be combined to determine the overall score. The Respondent(s) with the highest overall score will be recommended for award. The Parish reserves the right to contract with more than one Respondent.

PART IV: PERFORMANCE STANDARDS

4.1 Performance Requirements

Refer to Section 2.1 Scope of Work/Services.

4.2 Performance Measurement/Evaluation

Omitted as not applicable to this RFQ.

PART V: GENERAL PROVISIONS

5.1 Legibility/Clarity

Responses to the requirements of this RFQ in the formats requested are desirable with all questions answered in as much detail as practicable. The Respondent's proposal is to demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFQ are also desired. Each Respondent is solely responsible for the accuracy and completeness of its proposal.

5.2 Confidential Information, Trade Secrets, and Proprietary Information

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of the proposal. The cost proposal will not be

considered confidential under any circumstance. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (LSA-R.S. 44.1, *et. seq.*) will be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Respondents are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the Respondent at the time of submission of its Proposal. Respondents should refer to the Louisiana Public Records Act for further clarification.

The Respondent must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as “confidential” in order to claim protection, if any, from disclosure. The Respondent shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of his proposal sought to be restricted in accordance with the conditions of the legend:

“The data contained in pages _____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Respondent as a result of or in connection with the submission of this proposal, the Parish of St. Tammany shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit the Parish of St. Tammany’s right to use or disclose data obtained from any source, including the Respondent, without restrictions.”

Further, to protect such data, each page containing such data shall be specifically identified and marked “CONFIDENTIAL”.

Respondents must be prepared to defend the reasons why the material should be held confidential. If a competing Respondent or other person seeks review or copies of another Respondent's confidential data, the Parish will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify the Parish and hold the Parish harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order the Parish to disclose the information. If the owner of the asserted data refuses to indemnify and hold the state harmless, the Parish may disclose the information.

The Parish reserves the right to make any proposal, including proprietary information contained therein, available to Parish personnel, the Parish Council, or other Parish and state agencies or organizations for the sole purpose of assisting the Parish in its evaluation of the proposal. The Parish shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

If your proposal contains confidential information, you should also submit a redacted copy along with your proposal. If you do not submit the redacted copy, you will be required to submit this copy within 48 hours of notification from the Procurement Department. When submitting your redacted copy, you should clearly mark the cover as such - “REDACTED COPY” - to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information have been removed.

5.3 Proposal Clarifications Prior to Submittal

5.3.1 Pre-proposal Conference

Omitted as not applicable to this RFQ.

5.3.2 Respondent Inquiry Periods

The Parish shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and Parish operations. The Parish reasonably expects and requires *responsible and interested* Respondents to conduct their in-depth proposal review and submit inquiries in a timely manner.

An inquiry period is hereby firmly set for all interested Respondents to perform a detailed review of the proposal documents and to submit any written inquiries relative thereto. *Without exception*, all inquiries **MUST** be submitted in writing by an authorized representative of the Respondent, clearly cross-referenced to the relevant solicitation section (even if an answer has already been given to an oral question during a Pre-proposal conference). All inquiries must be received by the close of business on the Inquiry Deadline date set forth in Section 1.3 Schedule of Events of this RFQ. Only those inquiries received by the established deadline shall be considered by the Parish. Inquiries received after the established deadline shall not be entertained.

Inquiries concerning this solicitation may be delivered by e-mail or hand-delivery to:

St. Tammany Parish Government Procurement Department
Attn: Anthony Smith
21454 Koop Drive, Suite 2F
Mandeville, Louisiana 70471

E-Mail: purchasing@stpgov.org

An addendum will be issued and posted at the Parish website, www.stpgov.org, to address all inquiries received and any other changes or clarifications to the solicitation. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended by any addendum. No negotiations, decisions, or actions shall be executed by any Respondent as a result of any oral discussions with any Parish employee or Parish consultant. It is the Respondent's responsibility to check the Parish website frequently for any possible addenda that may be issued. The Parish is not responsible for a Respondent's failure to download any addenda documents required to complete an RFQ.

Respondent shall be aware that this RFQ is not subject to the Louisiana Public Bid Law or the Louisiana Procurement Code. As such, Respondents are not provided an opportunity to protest the process or results of this RFQ.

5.4 Errors and Omissions in Proposal

The Parish will not be liable for any error in the proposal. Respondent will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: the Parish reserves the right to make corrections or clarifications due to patent errors identified in proposals by the Parish or the Respondent. The Parish, at its option, has the right to request clarification or additional information from the Respondent.

5.5 Proposal Guarantee

Omitted as not applicable to this RFQ.

5.6 Performance Bond

Omitted as not applicable to this RFQ.

5.7 Changes, Addenda, Withdrawals

The Parish reserves the right to change the Schedule of Events or issue Addenda to the RFQ at any time. The Parish also reserves the right to cancel or reissue the RFQ.

If the Respondent needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the Respondent, cross-referenced clearly to the relevant proposal section, prior to the proposal opening, and should be submitted in a sealed envelope. Such shall meet all requirements for the proposal.

5.8 Withdrawal of Proposal

A Respondent may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by the authorized representative of the Respondent must be submitted to the Procurement Department.

5.9 Material in the RFQ

Proposals shall be based only on the material contained in this RFQ. The RFQ includes official responses to questions, addenda, and other material, which may be provided by the Parish pursuant to the RFQ.

5.10 Waiver of Administrative Informalities

The Parish reserves the right, at its sole discretion, to waive administrative informalities contained in any proposal.

5.11 Proposal Rejection

Issuance of this RFQ in no way constitutes a commitment by the Parish to award a contract. The Parish reserves the right to accept or reject any or all proposals submitted or to cancel this RFQ if it is in the best interest of the Parish to do so.

5.12 Ownership of Proposal

All materials (paper content only) submitted in response to this request become the property of the Parish. Selection or rejection of a response does not affect this right. All proposals submitted will be retained by the Parish and not returned to Respondents. Any copyrighted materials in the response are not transferred to the Parish.

5.13 Cost of Offer Preparation

The Parish is not liable for any costs incurred by prospective Respondents or Contractors prior to issuance of or entering into a Contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Respondent in responding to the RFQ are entirely the responsibility of the Respondent, and shall not be reimbursed in any manner by the Parish.

5.14 Non-negotiable Contract Terms

Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds.

5.15 Taxes

Any taxes, other than state and local sales and use taxes, from which the Parish is exempt, shall be assumed to be included within the Respondent's cost.

5.16 Proposal Validity

All proposals shall be considered valid for acceptance until such time an award is made, unless the Respondent provides for a different time period within its proposal response. However, the Parish reserves the right to reject a proposal if the Respondent's acceptance period is unacceptable and the Respondent is unwilling to extend the validity of its proposal.

5.17 Prime Contractor Responsibilities

The selected Respondent shall be required to assume responsibility for all items and services offered in his proposal whether or not he produces or provides them. The Parish shall consider the selected Respondent to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

5.18 Use of Subcontractors

Each Contractor shall serve as the single prime contractor for all work performed pursuant to its contract. That prime contractor shall be responsible for all deliverables referenced in this RFQ. This general requirement notwithstanding, Respondents may enter into subcontractor arrangements. Respondents may submit a proposal in response to this RFQ, which identifies subcontract(s) with others, provided that the prime contractor acknowledges total responsibility for the entire contract.

If it becomes necessary for the prime contractor to use subcontractors, the Parish urges the prime contractor to use Louisiana vendors, including small and emerging businesses, a small entrepreneurship or a veteran or service-connected disabled veteran-owned small entrepreneurship, if practical. In all events, any subcontractor used by the prime should be identified to the Parish.

Information required of the prime contractor under the terms of this RFQ, is also required for each subcontractor and the subcontractors must agree to be bound by the terms of the contract. The prime contractor shall assume total responsibility for compliance.

5.19 Written or Oral Discussions/Presentations

Written or oral discussions may be conducted with Respondents who submit proposals determined to be reasonably susceptible of being selected for award; however, the Parish reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received. Any such written or oral discussion shall be initiated by the Parish.

Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract.

Written or oral discussions/presentations for clarification may be conducted to enhance the Parish's understanding of any or all of the proposals submitted. Any such written or oral discussions/presentations shall be initiated by the Parish. Proposals may be accepted without such discussions.

5.20 Acceptance of Proposal Content

The mandatory RFQ requirements shall become contractual obligations if a contract ensues. Failure of the successful Respondent to accept these obligations shall result in the rejection of the proposal.

5.21 Evaluation and Selection

All responses received as a result of this RFQ are subject to evaluation by the Evaluation Committee for the purpose of selecting the Respondent with whom the Parish shall contract.

To evaluate all proposals, a committee whose members have expertise in various areas has been selected. This committee will determine which proposals are reasonably susceptible of being selected for award. If required, written or oral discussions may be conducted with any or all of the Respondents to make this determination. Any such written or oral discussions shall be initiated by the Evaluation Committee.

Results of the evaluations will be provided by the Evaluation Committee to the Procurement Director. Written recommendation for award shall be made for the Respondent(s) whose proposal, conforming to the RFQ, will be the most advantageous to the Parish, price and other factors considered.

The committee may reject any or all proposals if none is considered in the best interest of the Parish.

5.22 Contract Negotiations

If for any reason the Respondent whose proposal is most responsive to the Parish's needs, price and other evaluation factors set forth in the RFQ considered, does not agree to a contract, that proposal shall be rejected and the Parish may negotiate with the next most responsive Respondent. Negotiation may include revision of non-mandatory terms, conditions, and requirements. The Procurement Department must approve the final contract form and issue a purchase order, if applicable, to complete the process.

5.23 Contract Award and Execution

The Parish reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received.

The RFQ, including any addenda, and the proposal of the selected Contractor will become part of any contract initiated by the Parish.

Respondents are discouraged from submitting their own standard terms and conditions with their proposals. Respondents should address the specific language in the sample contract in Attachment "B" of this RFQ and submit any exceptions or deviations the Respondent wishes to negotiate. The proposed terms will be negotiated before a final contract is entered. Mandatory terms and conditions are not negotiable.

If the contract negotiation period exceeds thirty (30) days or if the selected Respondent fails to sign the contract within **twenty calendar** days of delivery of it, the Parish may elect to cancel the award and award the contract to the next-highest-ranked Respondent.

Award shall be made to the Respondent with the highest points, whose proposal, conforming to the RFQ, will be the most advantageous to the Parish, price and other factors considered.

The Parish may determine to contract with multiple Respondents.

5.24 Acknowledgment and Waiver of Protest Rights

Respondent shall execute an Acknowledgment and Waiver (the "Waiver") (Attachment "C") and shall produce same to the Parish along with its proposal. Such Waiver shall state that Respondent has read this RFQ and the Waiver, and understands that the Parish's obligations under this RFQ are not dictated by Louisiana Public Bid Law or the Louisiana Procurement Code. As such, Respondent understands that it is provided no opportunity for protest and waives all such rights.

5.25 Notice of Intent to Award

Upon review and approval of the evaluation committee's and agency's recommendation for award, the Procurement Department will issue a "Notice of Intent to Award" letter to the apparent successful Respondent(s). A contract shall be completed and signed by all parties concerned on or before the date indicated in the "Schedule of Events." If this date is not met, through no fault of the Parish, the Parish may elect to cancel the "Notice of Intent to Award" letter and make the award to the next most advantageous Respondent.

The Procurement Department will also notify all unsuccessful Respondents as to the outcome of the evaluation process. The evaluation factors, points, evaluation committee member names, and the completed evaluation summary and recommendation report will be made available to all interested parties after the "Notice of Intent to Award" letter has been issued.

5.26 Insurance Requirements

The Contractor shall comply with all insurance requirements of the Parish as contained in Attachment "D". All policies of insurance shall meet the requirements of the Parish prior to the commencing of any work. The Parish has the right, but not the duty, to approve all insurance policies prior to the commencing of any work. Contractor shall furnish the Parish with certificates of insurance effecting coverage(s) required by the RFQ (see Attachment "D"). The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the Parish before work commences. The Parish reserves the right to require complete certified copies of all required policies, at any time.

5.27 Subcontractor Insurance

The Contractor shall include all subcontractors as insureds under its policies or shall insure that all subcontractors satisfy the same insurance requirements stated herein for the contractor.

5.28 Indemnification and Limitation of Liability

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or *force majeure*. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under the contract.

Contractor shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify and hold harmless the Parish from suits, actions, damages, and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors in the performance of the contract, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss, or damage arising hereunder due to the negligent act or failure to act of the Parish. In connection therewith, the Contractor shall execute the Hold Harmless Agreement furnished by the Parish (Attachment "E"). Work may not commence until such Hold Harmless Agreement is executed by the Contractor and received by the Parish.

Contractor will indemnify, defend and hold the Parish harmless, **without limitation**, from and against any and all damages, expenses (including reasonable attorneys' fees), claims judgments, liabilities and costs which may be finally assessed against the Parish in any action for infringement of a United States Letter Patent with respect to the Products, Materials, or Services furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the Parish shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the Parish may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Parish shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: (i) Parish's unauthorized modification or alteration of a Product, Material, or Service; (ii) Parish's use of the Product, Material, or Service in combination with other products, materials, or services not furnished by Contractor; (iii) Parish's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Parish's exclusive remedy to take action in the following order of precedence: (i) to procure for the Parish the right to continue using such item(s) or part(s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the Parish up to the dollar amount of the Contract.

The Parish may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

5.29 Fidelity Bond Requirements

Omitted as not applicable to this RFQ.

5.30 Payment

5.30.1 Payment for Services

The Contractor may invoice the Parish monthly, in accordance with the Pricing Schedule agreed to by the parties, at the billing address designated by the Parish . Payments will be made by the Parish within approximately thirty (30) days after receipt of a properly executed invoice, and approval by the Parish. Invoices shall include the purchase order number. Invoices submitted without this information will not be approved for payment until the required information is provided/reflected on the invoice.

5.31 Termination

5.31.1 Termination of the Contract for Cause

The Parish may terminate the contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the contract, or failure to fulfill its performance obligations pursuant to the contract, provided that the Parish shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected

in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the Parish may, at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the Parish to comply with the terms and conditions of the contract, provided that the Contractor shall give the Parish written notice specifying the Parish's failure and a reasonable opportunity for the Parish to cure the defect.

5.31.2 Termination of the Contract for Convenience

The Parish may terminate the contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

5.31.3 Termination for Non-Appropriation of Funds

The continuance of the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Parish Council. If the Parish Council fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced for any lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

5.32 Assignment

The Contractor shall not assign any interest in the contract by assignment, transfer, or novation, without prior written consent of the Parish. This provision shall not be construed to prohibit the contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Parish.

5.33 No Guarantee of Quantities

The quantities referenced in the RFQ are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by the Parish to increase or decrease the amount, at the unit price stated in the proposal.

The Parish does not obligate itself to contract for or accept more than its actual requirements during the period of the contract, as determined by actual needs and availability of appropriated funds.

5.34 Audit of Records

The Parish Auditor, state auditors, federal auditors or others so designated by the Parish, shall have the option to audit all accounts directly pertaining to the resulting contract for a period of five

(5) years after Project acceptance or as required by applicable State and Federal law. Records shall be made available during normal working hours for this purpose.

5.35 Civil Rights Compliance

The Contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under the contract and any contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of the contract.

5.36 Record Retention

The Contractor shall maintain all records in relation to the contract for a period of at least five (5) years after final payment.

5.37 Record Ownership

All records, reports, documents, or other material related to any contract resulting from this RFQ and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the Parish and shall, upon request, be returned by Contractor to the Parish, at Contractor's expense, at termination or expiration of the contract.

5.38 Content of Contract/ Order of Precedence

In the event of an inconsistency between the contract, the RFQ and/or the Contractor's Proposal, the inconsistency shall be resolved by giving precedence first to the final contract, then to the RFQ and subsequent addenda (if any) and finally, the Contractor's Proposal.

5.39 Contract Changes

No additional changes, enhancements, or modifications to any contract resulting from this RFQ shall be made without the prior approval of the Parish.

Changes to the contract include any change in: compensation; beginning/ ending date of the contract; scope of work; and/or Contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

5.40 Substitution of Personnel

The Parish intends to include in any contract resulting from this RFQ the following condition:

Substitution of Personnel: If, during the term of the contract, the Contractor or subcontractor cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to the Parish for approval prior to any personnel substitution. It shall be acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor's proposal.

5.41 Governing Law

All activities associated with this RFQ process shall be interpreted under Louisiana Law. All proposals and contracts submitted are subject to provisions of the laws of the State of Louisiana and specifications listed in this RFQ. Jurisdiction and venue for any suit filed in connection with this RFQ process and contract shall be exclusive to the 22nd Judicial District Court for the Parish of St. Tammany, State of Louisiana.

5.42 Anti-Kickback Clause

The Contractor hereby agrees to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each Contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.

5.43 Clean Air Act

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of Violating Facilities.

5.44 Energy Policy and Conservation Act

The Contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

5.45 Clean Water Act

The Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders, or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities.

5.46 Anti-Lobbying and Debarment Act

The Contractor will be expected to comply with Federal statutes required in the Anti-Lobbying Act and the Debarment Act.

TABLE 1.7 EXISTING vs PROPOSED WSE's for the 100 YEAR STORM

Culvert No.	Size	No. of Barrels	Length	Inlet Invert.	Outlet Invert	CenterLine RdWw./ Drive	EXIST. WSE 100 YR STORM	PHASE I AND II POND & LATERAL WSE 100 YR STORM	PHASE II POND ONLY WSE 100 YR STORM	PHASE I LATERAL ONLY WSE 100 YR STORM	Cross Road / Comments	
	Inch		feet	feet	feet	feet	feet	feet	feet	feet		
1	48	2	56	41.3	41.68	47.2	48.36	46.60	46.60	47.98	LA HWY 1077	
2	24	1	56	40.08	40.04	44.8	45.54	44.92	44.96	45.05	LA HWY 1077	
3	24	1	157	39.75	39.5	44.8	45.54	44.92	44.96	45.05	Access Drive to Silver Lake	
4	24	1	48	38.71	38.7	42.4	45.53	42.94	43.39	44.88	LA HWY 1077	
5	24	3	33	33.2	33.2	41	41.44	41.28	41.25	41.38	Tantella Rd., 3 Culverts but 2 are capped off for the existing condition. All 3 culverts open for all proposed consitions.	
6	24	2	71	37.09	37.51	41.65	41.67	41.30	41.26	41.56	Tantella Rd. at La Hwy 1077	
7	24	1	48	37.38	37.37	42	41.66	41.29	41.25	41.56	LA HWY 1077	
8	36	1	41	35.95	35.65	39	39.92	39.76	39.75	39.76	Driveway on East Side of La Hwy 1077	
9	48	2	52	35.58	35.68	41.79	39.82	39.43	39.45	39.44	LA HWY 1077	
10	Existing 30	1	33	35.08	35.01	37.48	39.62	38.45	39.16	38.95	McGee Rd. at La Hwy 1077	
	Proposed 34" X 53"	2	33	34.8	34.45							
Check Point No. 1	Approximate Top of Bank Elevation = 38.00											
Check Point A	Approximate Top of Bank Elevation = 37.00											
Check Point B	Approximate Top of Bank Elevation = 33.38											
							38.84	37.32	38.48	37.46	37.46	Soap and Tallow Creek, East End of McGee Rd.
							38.76	37.25	38.39	37.4	37.4	Soap and Tallow Creek
							38.52	37.10	38.14	37.27	37.27	Soap and Tallow Creek

Table 1.8 SWMM Existing Conditions Input

Sub Catchment	Area (acres)	Sheet Flow (%)	Sheet Flow (feet)	Watercourse Slope (%)	Watercourse Length (feet)	Channel slope (%)	Channel Length (feet)	Total Time of Concentration (feet)	slope	CN
A1	284.3	0.11%	100	0.11%	5830	0.11%	1500	7,430	0.11%	72.04
A2	577.0	0.14%	100	0.09%	6915	0.08%	6000	13,015	0.08%	74.38
A3	106.1	0.11%	100	0.11%	3000	0.11%	1100	4,200	0.11%	74.87
A13	17.3	0.11%	100	0.11%	0	0.11%	2100	2,200	0.11%	74.87
A4	57.4	0.17%	100	0.12%	515	0.12%	3500	4,115	0.12%	74.87
A5	46.6	0.10%	100	0.10%	1076	0.12%	2100	3,276		86.95
A6	146.4									74.87
A7	50.0									74.87
A8	68.8									75.09
A9	30.3									74.87
A11	123.9									75.11
Areas A6 thru A9, A11	419.4	0.12%	100	0.12%	4151	0.12%	4000	8,251	0.12%	
A10	12.8	0.20%	100	0.20%	0	0.20%	1100	1,200	0.20%	74.87
A12	20.4	0.20%	100	0.20%	0	0.20%	1300	1,400	0.20%	77.01
A14	31.4	0.10%	100	0.10%	100	0.10%	3000	3,200	0.10%	75.68
A15	92.7	0.10%	100	0.10%	1000	0.10%	2200	3,300	0.10%	75.68
A16	117.4	0.10%	100	0.10%	1000	0.10%	3000	4,100	0.10%	75.68
Totals	1,782.8									

Table 1.9 SWMM Proposed Conditions Input

Sub Catchment	Area (acres)	Sheet Flow (%)	Sheet Flow (feet)	Watercourse Slope (%)	Watercourse Length (feet)	Channel slope (%)	Channel Length (feet)	Total Time of Concentration (feet)
A1	284.3	0.11%	100	0.11%	5830	0.11%	1500	7,430
A2	577.0	0.14%	100	0.09%	6915	0.09%	6000	13,015
A3	123.4	0.11%	100	0.11%	3156	0.11%	3200	6,456
A4	57.4	0.17%	100	0.12%	515	0.12%	3500	4,115
A5	46.6	0.10%	100	0.10%	1076	0.12%	2100	3,276
A6	146.4	0.12%	100	0.12%	1400	0.12%	1500	3,000
A7	50.0	0.12%	100	0.12%	700	0.12%	800	1,600
Areas A6 thru A7	196.4							
A8	68.8							
A9	30.3							
A11	123.9							
Areas A8, A9, A11	223.0	0.12%	100	0.12%	3700	0.12%	2000	5,800
A10	33.1	0.00%	100	0.00%	0	0.00%	1900	2,000
A14	31.4	0.10%	100	0.10%	100	0.10%	3000	3,200
A15	92.7	0.10%	100	0.10%	1000	0.10%	2200	3,300
A16	117.4	0.10%	100	0.10%	1000	0.10%	3000	4,100
Totals	1,782.7							

APPENDIX A – PLAN AND DETAIL SHEETS

DETAIL
NUMBER 2

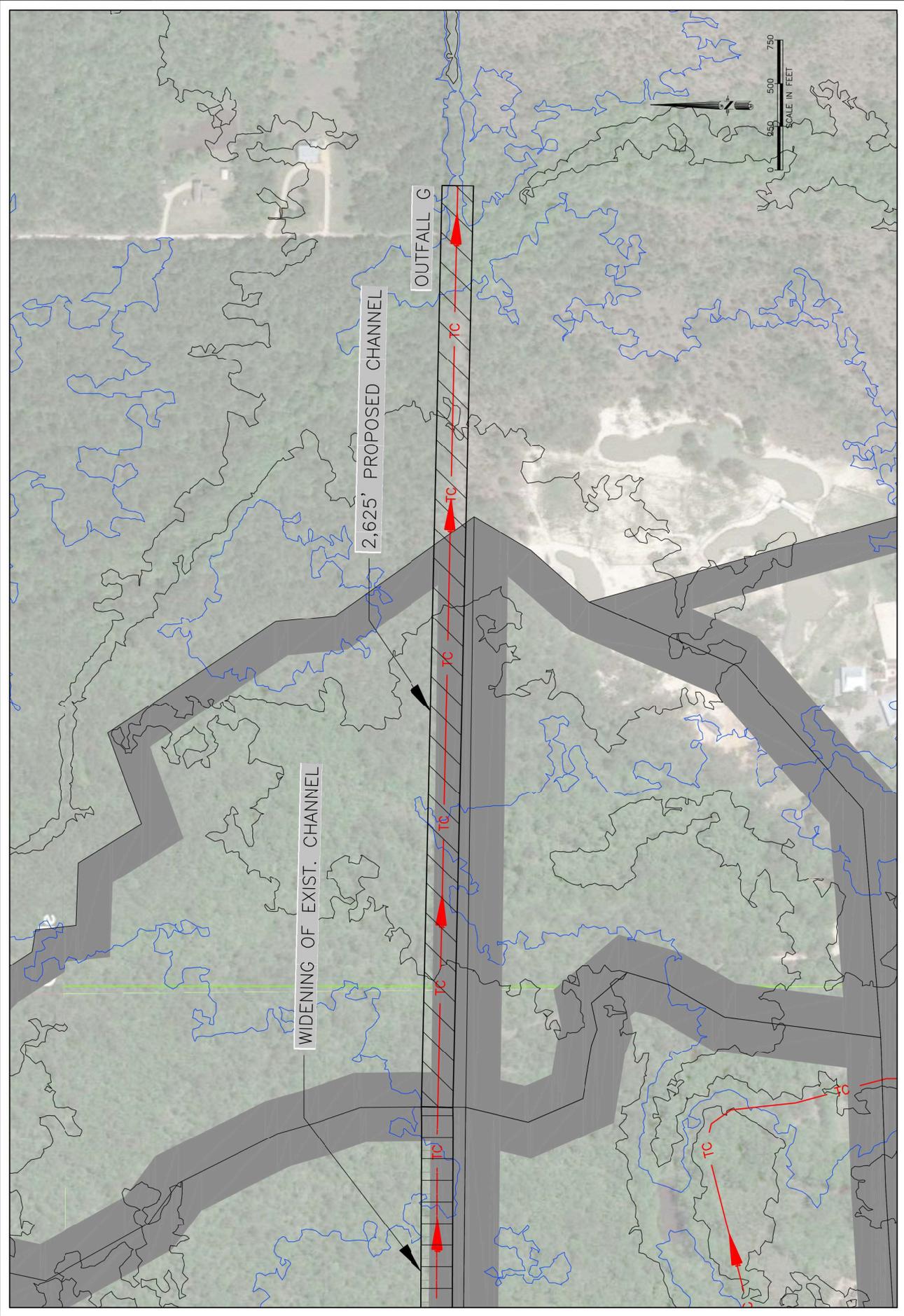
DESIGNED	F.M.	ST. TAMMANY
CHECKED	D.N.	
DRAWN	F.M.	
DATE	AUGUST 2017	

BY	
REVISION DESCRIPTION	

NO.	DATE

ST. TAMMANY PARISH, LOUISIANA
TANTELLA RANCH DRAINAGE STUDY
DETAIL SHEET "2"

M ASSOCIATES, INC.
ENGINEERS - ARCHITECTS - PLANNERS
PROGRAM & PROJECT MANAGERS



2,625' PROPOSED CHANNEL

OUTFALL G

WIDENING OF EXIST. CHANNEL

SCALE IN FEET
0 500 750





TANTELLA RANCH ROAD DRAINAGE STUDY

ST. TAMMANY PARISH, LOUISIANA

SEPTEMBER, 2017

Prepared By:



N-Y JOB NO. 15008.05



TANTELLA RANCH ROAD DRAINAGE STUDY

ST. TAMMANY PARISH, LOUISIANA

SEPTEMBER, 2017

Prepared By:



N-Y JOB NO. 15008.05

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Executive Summary

The purpose of this Hydrologic and Hydraulic study is to evaluate specific water surface elevations within the area of study bounded by La Hwy 1077 (west boundary), McGee Road (south boundary), La Hwy 1077 (north boundary) and the west side of the Tchefuncte River basin (east boundary). The study area, in northwestern St. Tammany Parish, totals 2.8 square miles (1783 acres).

The study area includes eight (8) Outfalls. The Outfalls are as follows:

1. A natural dry stream which flows toward the Tchefuncte River, shown as Outfall A in Appendix A on Sheet B.
2. Two – 48" pipes under La Hwy 1077 which flow south thru several swales to East Bedico Creek near Interstate 12, shown as Culvert No. 1, Outfall B in Appendix A, Sheet C.
3. A 24" pipe under La Hwy 1077, shown as Culvert No. 2, Outfall C in Appendix A, Sheet D.
4. A 24" pipe under La Hwy 1077, shown as Culvert No. 4, Outfall D in Appendix A, Sheet D.
5. A 24" pipe under La Hwy 1077, shown as Culvert No. 7, Outfall E in Appendix A, Sheet D.
6. Two – 48" pipes under La Hwy 1077, shown as Culvert No. 9, Outfall F in Appendix A, Sheet D.
7. The proposed channel, shown as Outfall G in Appendix A, Sheet D and on Detail No. 2.
8. The existing channel which Outfalls to the Tchefuncte River shown on Sheet E.

Proposed improvements include:

1. A dry detention pond with a reinforced concrete control structure. The pond will require an area of 54 acres. The pond will be located between La Hwy 1077 and the Silver Lake Subdivision. The control structure would discharge to an existing natural channel which outflows through Culvert No. 1, an existing double barrel 48" culvert at La Hwy 1077.
2. The channel which runs due east from Tantella Ranch Road is to be widened and extended. The existing cross section is 7 feet wide and 3 feet deep. The proposed cross section has bottom width of 30 feet, a depth of 5 feet and side slopes of 6:1. The length to be widened is 3,000 feet and the length to be extended is 2,700 feet.
3. A double barrel 34" x 53" elliptical culvert on McGee Road at La Hwy 1077.

The Hydrologic and Hydraulic study shows the following:

Two (2) – 48 inch Culverts on La Hwy 1077 (Culvert No.1), North of Tantella Ranch Road

The WSE for the 10 year storm was reduced by 1.00 feet from 46.79 feet to 45.79 feet. The WSE for the 100 year storm was reduced by 1.76 feet from 48.36 feet to 46.60 feet with a roadway elevation of 47.20 and a critical top of bank (driveway) elevation of 46.00.

Tantella Ranch Road at La Hwy 1077, Culvert No. 6

The WSE for the 10 year storm was reduced by 0.64 feet from 41.37 feet to 40.73 feet. The WSE for the 100 year storm was reduced by 0.37 feet from 41.67 feet to 41.30 feet with a roadway elevation of 41.65 feet.

Tantella Ranch Road at the Proposed Channel

The WSE on the west side of Tantella Ranch Road for the 10 year storm was reduced by 0.54 feet from 41.27 feet to 40.73 feet with a roadway elevation of 41.00. All 3 barrels (Culvert No. 5) would be used and outflow to the proposed channel.

McGee Road at La Hwy 1077

The WSE for the 10 year storm was reduced by 0.83 feet from 38.32 feet to 37.49 feet with a roadway elevation of 37.48. The existing culvert which is 30" with an invert of 35.08 would be replaced with, Culvert No. 10, a double barrel elliptical culvert, 34" x 53" with an invert of 34.45. Because the proposed culvert is 0.63 feet lower than the existing, the ditch along La Hwy 1077 would need to be lowered for several hundred feet and may require coordination with the LADOTD.

McGee Road (East End) Near Existing Natural Detention Area C

The WSE for the 10 year storm was reduced by 0.82 feet from 36.48 feet to 35.66 feet. The WSE for the 100 year storm was reduced by 1.52 feet from 38.84 feet to 37.32 feet; see Check Point No.1 in Appendix A, Sheet D.

Area South of McGee Road

The Parish requested that the area south of McGee Road and east of La Hwy 1077 be added to the study. The drainage evaluation for this area was based only on LIDAR and USGS data, no survey was performed in this area. Two check points are included in the area: The WSE, at Check point A, Appendix A, Sheet E, for the 10 year storm was reduced by 1.37 feet from 35.98 feet to 34.61 feet and the WSE for the 100 year storm was reduced by 1.51 feet from 38.76 feet to 37.25 feet.

Estimated Cost of Construction

The total estimated cost for the proposed improvements including wetlands mitigation and real estate acquisition is \$8,150,000. A wetlands determination study has not been made. The proposed pond area and area required for channel construction are assumed to be wetlands for the purposes of the cost estimate.

SECTION 1 – INTRODUCTION

1.1 Background

St. Tammany Parish (Parish) is geographically located in the south eastern part of Louisiana, north of Lake Pontchartrain and abuts the State of Mississippi on the east. Based on the data provided by the U.S. Bureau of Census, St. Tammany Parish has a total area of 1,124 square miles. Of this total area, 846 square miles is land and 279 square miles is water. In general, the land slopes from the north to the south.

The study area includes eight (8) Outfalls. The Outfalls are as follows:

1. A natural dry stream which flows toward the Tchefuncte River, shown as Outfall A in Appendix A on Sheet B.
2. Two – 48" pipes under La Hwy 1077 which flow south thru several swales to East Bedico Creek near Interstate 12, shown as Culvert No. 1, Outfall B in Appendix A, Sheet C.
3. A 24" pipe under La Hwy 1077, shown as Culvert No. 2, Outfall C in Appendix A, Sheet D.
4. A 24" pipe under La Hwy 1077, shown as Culvert No. 4, Outfall D in Appendix A, Sheet D.
5. A 24" pipe under La Hwy 1077, shown as Culvert No. 7, Outfall E in Appendix A, Sheet D.
6. Two – 48" pipes under La Hwy 1077, shown as Culvert No. 9, Outfall F in Appendix A, Sheet D.
7. The proposed channel, shown as Outfall G in Appendix A, Sheet D and Detail No. 2.
8. The channel which Outfalls to the Tchefuncte River shown on Sheet E.

The study area totals 2.8 square miles (1783 acres).

The overall area of study is bounded by La Hwy 1077 (west boundary), McGee Road (south boundary), La Hwy 1077 (north boundary) and the west side of the Tchefuncte River basin (east boundary).

1.2 Purpose of Project

The purpose of the project is to evaluate the impact and the water surface elevation (WSE) reduction by the construction of a proposed detention pond. The parcel is approximately 90 acres and is located between the Silver Lake Subdivision and La Hwy 1077. Also, the impact of extending the existing channel from Tanella Ranch Road towards the Tchefuncte River a distance of approximately 2700 feet was evaluated.

The recommended improvements are based on SWMM Model Runs for this Hydrologic and Hydraulic (H&H) study. The report includes a comparison of the WSE's of the existing and proposed conditions for the 10, 25, 50 and 100 year storm events.

1.3 Scope of Work

The scope of work required the preparation of a Hydraulic and Hydrologic Study for the watershed, the evaluation of the existing and proposed conditions, and proposed solutions to reduce the WSE's.

The following is also included:

- i. Impact of the existing Silver Lake Subdivision detention pond.
- ii. The existing W.S.E. and proposed W.S.E. were compared.
- iii. An Opinion of Probable Construction Cost for the proposed improvements.
- iv. The Parish requested the area south of McGee Road and east of La Hwy 1077 be added to the study. This evaluation for this area was based only on LiDAR data, no survey additional survey was performed.

1.4 Description of Project Area

The area is drained by gravity using a network of natural creeks, manmade ditches, drainage laterals and culverts. The ditches and culverts drain into the drainage laterals and creeks that in turn drain into the Tchefuncte River and then into Lake Pontchartrain. The watershed drainage area studied is less than 20% developed.

SECTION 2 – DATA COLLECTION AND FIELD WORK

2.1 Topographic Surveying

In order to accurately determine the invert elevations of the existing culverts, the flow lines of creeks and ditches and to verify the existing ground elevations that were obtained from other sources, N-Y completed a partial topographic survey of the project area for the purpose of computer modeling the drainage basin. The survey data was prepared in the NAVD 88 datum. Light Detection and Ranging (LIDAR) data was down loaded from the Atlas Lidar web site. The topographic survey is included in Appendix E.

SECTION 3 – MODELING AND ANALYSIS

3.1 Methodology

LIDAR and topographical survey data were used to generate a 3-D digital surface from which contour lines were generated. Drainage boundaries (areas) were delineated based on the contours. The contours were used to determine the existing storage volume (detention) of the drainage areas.

The length of time of concentration is the length from a remote point in the drainage area to the point of concentration. The SCS TR – 55 method was used to calculate the time of concentration. See Appendix A – Plan and Detail Sheets and Tables 1.8 and 1.9 for the path of the time of concentration.

Appendix A also shows a plan area number for each delineated area. This plan area number corresponds to the plan area number in Tables 1.8 and 1.9.

Included in Table No. 1.8 and 1.9 are Acres, CN values, time of concentration and the length of time of concentration for each drainage area. The CN values (runoff coefficient) are based on the USGS soil type maps and the existing land use / development. The determination of CN values is shown in Appendix B – USGS Soil Maps and Appendix C – CN – Runoff Coefficient Calculation Tables.

The rainfall curve is a Type III SCS distribution curve. Rainfall intensity is shown in the figure below.

Return Period	Depth of Rainfall over 24 hours (inches)
10 - Year	8.5
25 - Year	9.9
50 - Year	11.1
100 - Year	12.6

Data including drainage area, length of time of concentration and CN values, rainfall distribution curve and existing storage volume / detention were input into the Storm Water Management Model (SWMM) software. SWMM generated the flows for the 10, 25, 50 and 100 year – 24 hour storm events. Also, SWMM generated water surface elevations, time of concentration for each drainage area, and evaluated the required storm water detention for the design year storm. Thus, existing and proposed conditions are evaluated for the 10, 25, 50 and 100 year – 24 hour storm events. See Table No. 1.4, 1.5, 1.6 and 1.7.

3.2 Software

The Storm Water Management Model (SWMM) version 5.0.022 developed by the US Environmental Protection Agency (USEPA) computer modeling system was utilized for modeling this project.

According to the US EPA web site (<http://www.epa.gov/nrmrl/wswrtd/wq/models/swmm/>), "This general purpose urban hydrology and conveyance system hydraulics software is a dynamic rainfall-runoff simulation model used for a single event or long-term (continuous) simulation of runoff quantity and quality from primarily urban areas." The runoff component of SWMM operates on a collection of sub-catchment areas that receive precipitation and generate runoff and pollutant loads. The routing portion of SWMM transports this runoff through:

- a system of pipes
- channels
- storage/treatment devices

3.3 Existing & Proposed Drainage Area Basins

The drainage areas and streams vary in slope from 0.5 % to 0.10%. Based on USGS soil maps, the soil types drain poorly. Therefore, flooding is relatively wide and shallow at a given cross section. See Appendix B for Soil Maps and Tables 1.4 and 1.5 for CN values (runoff coefficients). The drainage area evaluated is roughly 20% developed.

The delineated drainage areas are based on contour lines and roadways.

3.4 Manning's Roughness Coefficient

The following values of Manning's Roughness Coefficient (n) were used as shown below. These are calibration parameters and were adjusted to match the existing conditions. For example, if the ditches are not maintained and are subject to heavy brush growth, the n value can be increased.

- i. For Concrete Culverts, n = 0.015
- ii. For Corrugated Metal Culverts, n = 0.024
- iii. For Plastic and PVC pipes, n = 0.012
- iv. For roadside ditches and drainage laterals (canals), n = 0.04 (value for open excavated channels with dense weeds).
- v. For winding ditches with some weeds and pools, n = 0.05 was used.

3.5 Model Results (Existing & Proposed)

The model shows a reduction in water surface elevation (W.S.E.) as follows:

Two (2) – 48 inch Culverts on La Hwy 1077 (Culvert No. 1), North of Tantella Ranch Road

The WSE for the 10 year storm was reduced by 1.00 feet from 46.79 feet to 45.79 feet. The WSE for the 100 year storm was reduced by 1.76 feet from 48.36 feet to 46.60 feet with a roadway elevation of 47.20 and a critical top of bank (driveway) elevation of 46.00.

Tantella Ranch Road at La Hwy 1077, Culvert No. 6

The WSE for the 10 year storm was reduced by 0.64 feet from 41.37 feet to 40.73 feet. The WSE for the 100 year storm was reduced by 0.37 feet from 41.67 feet to 41.30 feet with a roadway elevation of 41.65 feet.

Tantella Ranch Road at the Proposed Channel

The WSE on the west side of Tantella Ranch Road for the 10 year storm was reduced by 0.54 feet from 41.27 feet to 40.73 feet with a roadway elevation of 41.00. All 3 barrels (Culvert No. 5) would be used and outflow to the proposed channel.

McGee Road at La Hwy 1077

The WSE for the 10 year storm was reduced by 0.83 feet from 38.32 feet to 37.49 feet with a roadway elevation of 37.48. The existing culvert which is 30" with an invert of 35.08 would be replaced with, Culvert No. 10, a double barrel elliptical culvert, 34" x 53" with an invert of 34.45. Because the proposed culvert is 0.63 feet lower than the existing, the ditch along La Hwy 1077 would need to be lowered for several hundred feet and may require coordination with the LADOTD.

McGee Road (East End) Near Existing Natural Detention Area C

The WSE for the 10 year storm was reduced by 0.82 feet from 36.48 feet to 35.66 feet. The WSE for the 100 year storm was reduced by 1.52 feet from 38.84 feet to 37.32 feet; see Check Point No. 1 in Appendix A, Sheet D.

Area South of McGee Road

The Parish requested that the area south of McGee Road and east of La Hwy 1077 be added to the study. The drainage evaluation for this area was based only on LIDAR and USGS data, no survey was performed in this area. Two check points are included in the area: The WSE, at Check point A, Appendix A, Sheet E; for the 10 year storm was reduced by 1.37 feet from 35.98 feet to 34.61 feet and the WSE for the 100 year storm was reduced by 1.51 feet from 38.76 feet to 37.25 feet.

Outfall A Assumptions

Outfall A is located at a private residential driveway on Tantella Ranch Road. The driveway is located 1500 feet west of Hamilton Drive. A survey was not performed at this location and the drainage evaluation is based on LIDAR and USGS soil maps only. Thus, it is assumed that the private driveway does not fill in the natural drainage feature.

3.6 Proposed Improvements

A dry detention pond is proposed. See Detail No. 1, in Appendix A the Dry Detention Pond Location. Table No. 1.1 below, shows the overall pond dimensions.

Table No. 1.1 Overall Pond Dimensions

<u>Pond No.</u>	<u>Top of Bank Elevation</u>	<u>Bottom Elevation</u>	<u>Depth (Feet)</u>	<u>Acres</u>
1	49	44	5	53.8

A reinforced concrete control structure is required for Pond No. 1. The control structure will require an outlet opening of 36" high by 120" wide with an invert at elevation 44.00 feet and a weir length of 160 feet.

The channel which runs due east from Tantella Ranch Road is to be widened and extended. The existing channel cross section is 7 feet wide and 3 feet deep. The proposed cross section is 30 feet wide and 5 feet deep. The length of the existing channel to be widened is 3,000 feet. The existing channel will be lengthened by 2,700 feet. See Detail No. 2 in Appendix A.

SECTION 4 – OPINION OF PROBABLE COSTS OF THE PROPOSED IMPROVEMENTS

4.1 Discussion of Engineer's Opinion of Probable Costs

The proposed construction includes a dry detention pond, a reinforced concrete control structure, channel widening and new channel construction and a culvert replacement at McGee Road. Table No. 1.2 below itemizes quantities for dry detention pond construction. These quantities are carried to Table No. 1.3, Engineer's Opinion of Probable Costs.

Table No. 1.2 Pond Quantities

<u>Pond No.</u>	<u>Excavation</u>	<u>Reinforced Concrete Control Structure</u>		<u>Rock Channel Protection</u>		<u>Hydro-Seeding</u>		<u>Grading</u>	
		Cubic Yards	Cubic Yards	Cubic Yards	Cubic Yards	Acres	Acres	Acres	Acres
1	216,993	20	20	600	600	53.8	53.8	Acres	53.8

Regarding the flooding at McGee Road; Tables 1.4, 1.5, 1.6 and 1.7 compare WSE's for construction Phases I and II. In Phase I, only the channel is constructed, the WSE's at Culvert No. 10 for the 10 year storm (Table 1.4) shows a reduction of 0.61 feet (from 38.32 ft. to 37.71 ft.). Compared to, Phase II, if only the detention pond was built and the culvert replaced (Culvert No. 10) on McGee Rd. at La Hwy 1077 then the WSE is reduced by 0.77 feet (from 38.32 ft. to 37.55 ft.), for the 10 year storm, see Table 1.4. When both phases are complete the total reduction in WSE is 0.83 feet (from 38.32 to 37.49). Thus Phase II would reduce the WSE by an additional 0.16 feet (0.77 – 0.61) when compared to Phase I. However, at Check Point No. 1, Sheet D, (east end of McGee Rd.) 100% of the WSE reduction occurs with the completion of Phase I. The WSE is reduced by 0.82 feet (36.48 – 35.66) at the dead end of McGee Road. Therefore Phase I has better cost benefit ratio compared to Phase II when addressing WSE on McGee Rd. Hence, Phase I should be constructed first.

Regarding the proposed dry detention pond: Comparing the existing condition to the conditions of Phase II (pond only) the models show a WSE reduction of 1.00 feet (46.79 – 45.79) and a peak outflow reduction of 57 CFS (208 – 151) for the 10 year storm at Culvert No. 1 with a roadway elevation of 47.20 and a critical top of bank (driveway) elevation of 46.00. Note: the Outfall A Assumption above. An additional existing model run was made and shows that if it is assumed the existing drainage feature at Outfall A was filled to build the private driveway then the proposed dry detention pond will be needed to maintain a WSE elevation below the pavement (elevation 47.20) of La Hwy 1077 for the 10 year storm. This is a more conservative assumption as all the runoff from Area A1 is diverted to the proposed dry pond. The additional model run is included in Appendix E. The private driveway should be surveyed and included in the design phase of the proposed dry detention pond.

Engineer's Opinion Of Probable Construction Cost

Location / Description	Item	Unit	Quantity	Unit Cost	Cost
Phase I					
Tantella Ranch Road - East Toward Tchefuncte River	Channel Widening	Cu Yd.	30,000	\$10.70	\$321,000
Tantella Ranch Road - East Toward Tchefuncte River	Channel Construction	Cu Yd.	30,000	\$10.70	\$321,000
Tantella Ranch Road - Channel Construction	Wetlands Mitigation ¹	Acre	11.8	\$50,000.00	\$590,000
Tantella Ranch Road - Channel Construction	Real Estate Acquisition ²	Acre	9.7	\$25,000.00	\$242,500
McGee Road	Double Barrel 34" x 53" Elliptical RCP	Lin. Ft.	66.0	\$220.00	\$14,520
Phase I Estimated Cost of Construction					\$1,489,020.00
Phase II					
Pond No. 1	Reinforced Concrete Control Structure	Cu Yd.	20.0	\$1,564.00	\$31,280
Pond No. 1	Rock Channel Protection	Cu Yd.	600.0	\$100.00	\$60,000
Pond No. 1	Excavation	Cu Yd.	217,000	\$10.70	\$2,321,900
Pond No. 1	Hydro-Seeding	Acre	53.8	\$2,000.00	\$107,600
Pond No. 1	Grading	Acre	53.8	\$2,000.00	\$107,600
Pond No. 1	Wetlands Mitigation ¹	Acre	53.8	\$50,000.00	\$2,690,000
Pond No. 1	Real Estate Acquisition ²	Acre	53.8	\$25,000.00	\$1,345,000
Phase II Estimated Cost of Construction					\$6,663,380.00
Total Estimated Cost of Construction					\$8,152,400.00

1. Cost Estimate based on data obtained from wetland banks under the Louisiana Nature Conservatory. A wetlands determination study has not been made.

2. Cost Estimate Based on local real estate data.

NOTE: This cost estimate represents a professional opinion based on currently available information. Actual construction cost may vary significantly from this figure depending upon the time of construction, changed conditions, availability of materials, and other factors beyond the control of the consultant or owner. This figure is not a guaranteed maximum cost.

TABLE 1.4 EXISTING vs PROPOSED WSE's for the 10 YEAR STORM

Culvert No.	Size Inch	No. of Barrels	Length feet	Inlet Invert feet	Outlet Invert feet	CenterLine Rd/W./Drive feet	EXIST. WSE 10 YR STORM feet	PHASES I & II POND & LATERAL WSE 10 YR STORM feet	PHASE II POND ONLY WSE 10 YR STORM feet	PHASE I LATERAL ONLY WSE 10 YR STORM feet	Cross Road / Comments
1	48	2	56	41.3	41.68	47.2	46.79	45.79	45.79	46.57	LA HWY 1077
2	24	1	56	40.08	40.04	44.8	44.98	44.85	44.85	44.96	LA HWY 1077
3	24	1	157	39.75	39.5	44.8	44.98	44.85	44.85	44.96	Access Drive to Silver Lake
4	24	1	48	38.71	38.7	42.4	43.81	41.98	41.98	43.41	LA HWY 1077
5	24	3	33	33.2	33.2	41	41.27	40.73	40.62	40.84	Tantiella Rd., 3 Culverts but 2 are capped off for the existing condition. All 3 culverts open for all proposed conditions.
6	24	2	71	37.09	37.51	41.65	41.37	40.73	40.73	41.12	Tantiella Rd. at La Hwy 1077
7	24	1	48	37.38	37.37	42	41.36	40.57	40.57	41.11	LA HWY 1077
8	36	1	41	35.95	35.65	39	39.68	39.56	39.56	39.64	Driveway on East Side of La Hwy 1077
9	48	2	52	35.58	35.68	41.79	39.17	38.59	38.60	38.99	LA HWY 1077
10	Existing 30	1	33	35.08	35.01	37.48	38.32	37.49	37.55	37.71	McGee Rd. at La Hwy 1077
	Proposed 34" X 53"	2	33	34.8	34.45						
Check Point No. 1	Approximate Top of Bank Elevation = 38.00										
Check Point A	Approximate Top of Bank Elevation = 37.00										
Check Point B	Soap and Tallow Creek, East End of McGee Rd.										
	Soap and Tallow Creek										
	Soap and Tallow Creek										

TABLE 1.5 EXISTING vs PROPOSED WSE's for the 25 YEAR STORM

Culvert No.	Size	No. of Barrels	Length	Inlet Invert.	Outlet Invert	Center Line Roww./ Drive	EXIST. WSE 25 YR STORM	PHASE I & II POND & LATERAL WSE 25 YR STORM	PHASE II POND ONLY WSE 25 YR STORM	PHASE I LATERAL ONLY WSE 25 YR STORM	Cross Road / Comments
	Inch		feet	feet	feet	feet	feet	feet	feet	feet	
1	48	2	56	41.3	41.68	47.2	47.42	46.12	46.12	47.13	LA HWY 1077
2	24	1	56	40.08	40.04	44.8	45.01	44.88	44.88	44.99	LA HWY 1077
3	24	1	157	39.75	39.5	44.8	45.01	44.88	44.88	44.99	Access Drive to Silver Lake
4	24	1	48	38.71	38.7	42.4	44.58	42.36	42.36	43.94	LA HWY 1077
5	24	3	33	33.2	33.2	41	41.34	41.01	40.92	41.21	Tantella Rd., 3 Culverts but 2 are capped off for the existing condition. All 3 culverts open for all proposed consitions.
6	24	2	71	37.09	37.51	41.65	41.51	41.01	40.92	41.36	Tantella Rd. at La Hwy 1077
7	24	1	48	37.38	37.37	42	41.50	40.98	40.88	41.35	LA HWY 1077
8	36	1	41	35.95	35.65	39	39.70	39.66	39.64	39.67	Driveway on East Side of La Hwy 1077
9	48	2	52	35.68	35.68	41.79	39.31	39.05	38.96	39.13	LA HWY 1077
10	Existing 30	1	33	35.08	35.01		38.82	37.87	37.88	37.83	McGee Rd. at La Hwy 1077
	Proposed 34" X 53"	2	33	34.8	34.45						
Check Point No. 1	Approximate Top of Bank Elevation = 38.00										
Check Point A	Approximate Top of Bank Elevation = 37.00										
Check Point B	Approximate Top of Bank Elevation = 33.38										

TABLE 1.6 EXISTING vs PROPOSED WSE's for the 50 YEAR STORM

Culvert No.	Size	No. of Barrels	Length	Inlet Invert	Outlet Invert	CenterLine Rd/WV./ Drive	EXIST. WSE 50 YR STORM	PHASE I & II POND & LATERAL WSE 50 YR STORM	PHASE II POND ONLY WSE 50 YR STORM	PHASE II LATERAL ONLY WSE 50 YR STORM	Cross Road / Comments
1	48	2	56	41.3	41.68	47.2	47.68	46.31	46.31	47.47	LA HWY 1077
2	24	1	56	40.08	40.04	44.8	45.16	44.90	44.90	45.00	LA HWY 1077
3	24	1	157	39.75	39.5	44.8	45.16	44.90	44.90	45.00	Access Drive to Silver Lake
4	24	1	48	38.71	38.7	42.4	45.09	42.64	42.64	44.33	LA HWY 1077
5	24	3	33	33.2	33.2	41	41.40	41.18	41.13	41.30	Taniella Rd., 3 Culverts but 2 are capped off for the existing condition. All 3 culverts open for all proposed constitions.
6	24	2	71	37.09	37.51	41.65	41.60	41.18	41.13	41.46	Taniella Rd. at La Hwy 1077
7	24	1	48	37.38	37.37	42	41.59	41.16	41.11	41.45	LA HWY 1077
8	36	1	41	35.95	35.65	39	39.76	39.70	39.69	39.70	Driveway on East Side of La Hwy 1077
9	48	2	52	35.58	35.68	41.79	39.55	39.23	39.22	39.24	LA HWY 1077
10	Existing 30	1	33	35.08	35.01	37.48	39.24	38.13	38.18	38.20	McGee Rd. at La Hwy 1077
	Proposed 34" X 53"	2	33	34.8	34.45						
Check Point No. 1	Approximate Top of Bank Elevation = 38.00										
Check Point A	Approximate Top of Bank Elevation = 37.00										
Check Point B	38.22										
	37.99										
	36.42										
	36.17										
	35.93										

ATTACHMENT "B"

CONTRACT FOR PROFESSIONAL SERVICES

Contract No.: «txtContractNum»

Be it known, that on this _____ day of _____, 202_, the Parish of St. Tammany, through the Office of the Parish President (hereinafter sometimes referred to as the "Parish") and «txtREQCompanyName», an entity qualified to do and doing business in this State and Parish (hereinafter referred to as "Provider") do hereby enter into this Contract for Professional Services under the following terms and conditions.

1. SCOPE OF SERVICES

Provider hereby agrees to furnish the following services:
«txtScopeSummary»

2. DOCUMENTS

- A. The Provider shall furnish sufficient sets of plans, specifications and Contract documents.
- B. All data collected by the Provider and all documents, notes, drawings, tracings, and files shall remain the property of the Parish except as otherwise provided herein. The Provider shall furnish to the Parish copies of any project documents requested by the Parish.
- C. The Parish shall furnish without charge all standard plans and specifications and any other information which the Parish now has in its files which may be of use to the Provider. Provider has the duty to and must confirm and verify all information contained therein.
- D. The Provider shall use the most current version of the standard forms of documents adopted and specified by the Parish in the performance of the Contract, all as of the date of the signing of this Contract. Notwithstanding anything to the contrary in any other provision of this Contract, none of the Contract documents provided by the Parish are or will become the property of the Provider but shall remain the property of the Parish to the extent the Parish has a property interest therein.
- E. Notwithstanding any Section hereinafter, there will be retention of all related records as follows:

ATTACHMENT "B"

- 1) All records, reports, documents and other material delivered or transmitted to Provider by Parish shall remain the property of Parish, and shall be returned by Provider to Parish, at Provider's expense, at termination or expiration of this Contract. All records, reports, documents, exhibits or other material related to this Contract and/or obtained or prepared by Provider in connection with the performance of the services contracted for herein shall become the property of Parish, and shall, upon request, be returned by Provider to Parish, at Provider's expense, at termination or expiration of this Contract.
 - 2) The Parish and Provider acknowledge and agree that the Parish has the right to review all records, reports, worksheets or any other material of either party related to this Contract. Provider further agrees that Provider will furnish to the Parish, upon request, copies of any and all records, reports, worksheets, bills, statements or any other material of Provider or Parish related to this Contract.
 - 3) Provider shall maintain all books, documents, papers, accounting records and other evidence pertaining to costs incurred and shall make such materials available at its offices at any reasonable time for inspection and copying by the Parish.
 - 4) Provider shall retain all of its records and supporting documentation applicable to this Contract with the Parish for a period of three (3) years after termination of the Contract, except as follows:
 - a. Records that are subject to audit findings shall be retained for three (3) years after such findings have been resolved.
 - b. All such records and supporting documentation shall be made readily available, upon request, for inspection, copying or audit by representatives of the Parish. In the event the Provider goes out of existence, it shall turn over to the Parish all of its records relating to this Contract to be retained by the Parish for the required period of time.
- F.** In the event there is re-use of any documents created by Provider, Provider invokes the protections afforded it as per La. Revised Statute R.S. 38:2317.
- G.** All of Provider's pre-existing or proprietary computer programs, software, information, standard details or material developed by Provider outside of this agreement shall remain the exclusive property of the Provider.

ATTACHMENT "B"

3. PAYMENT OF ALL FEES AND ALL EXPENSES

This Section shall apply to all payments that may be due Provider by Parish. The Payment Schedule is set forth in Section I, above.

A. IF ON AN HOURLY BASIS:

- 1) Provider agrees to submit, at the end of each calendar month, a written and detailed itemization of all work performed listing time by date the work performed by hours with specific reference to the nature of the work performed (e.g., drafting of plans, review of files, etc.). All invoices submitted covering services rendered on an hourly basis shall include time sheets showing actual hours worked by each individual delineated incrementally to the tenth of the hour, their name, classifications, and a detailed description of the work performed.
- 2) Unless otherwise authorized in writing, Provider will not be paid for research, or for photocopies at more than \$0.15 (fifteen cents) per copy for copies less than 11" x 17" and copies larger than 11" x 17" shall be charged on a reasonable basis.
- 3) There shall be no fees charged by nor paid to Provider for consultation with the Parish, secretarial time, attendance at public meetings, and/or travel time for consultation with the Parish, unless specifically provided for in the Scope of Work to be performed, without the express written pre-approval of the Parish.
- 4) Invoices for services shall be submitted by Provider to the Director of the Department within the Parish issuing the work for review and approval.
 - (a) All invoices must indicate the Parish Purchase Order Number and Work Order Number.
 - (b) All billings by Provider for services rendered shall be submitted in writing.
 - (c) Provider shall be reimbursed for reasonable out-of-pocket expenses. Any out-of-pocket expense in excess of \$250.00 shall be pre-approved by the Parish. Failure by Provider to obtain pre-approval from the Parish of expenditures in excess of \$250.00 shall constitute grounds for denial of payment for that expense.

ATTACHMENT “B”

- (d) Out of state or parish travel time is billable as services only and specifically at the direction and convenience of the Parish, if it is performed during normal working hours, and if it does not cause service charges for the day to exceed eight hours. Such travel time must be pre-approved, in writing, by the Parish.
 - (e) Provider hereby agrees that it shall be solely responsible for the payment of all applicable local, state and, federal taxes on the funds it receives under this Contract.
- 5) The Parish agrees to make payment to Provider for services upon receipt and approval of each invoice. The Parish will pay Provider the amount due and payable within thirty (30) days of receipt, unless a conflict results in a delay of payment. Upon receipt of each invoice, the Parish shall have the right and opportunity to review, confirm or otherwise determine the accuracy of each invoice and performance of service. In the event that the Parish disputes or otherwise may question the accuracy of each invoice or quality of all work performed in connection with an invoice, the Parish may withhold full or partial payment of any invoice until a successful and satisfactory resolution can be reached between the Parties. Parish agrees to not unreasonably withhold payments of any invoice.
- 6) Other than the fee schedule herein, there will be absolutely no additional fees due Provider to cover its overhead costs, general expenses, capital expenses, expenses for principal/branch/ field offices, employees salaries, direct and indirect costs, additional costs or profit of any nature whatsoever in excess of the previously agreed hourly rate.

B. IF ON A LUMP SUM BASIS:

Where there is payment based upon a lump sum fee for all required for this project, the Parish shall pay the Provider a lump sum fee at the conclusion of the project and acceptance by the Parish, unless other terms are negotiated and agreed upon by both Parties in the Scope.

C. IF ON OTHER BASIS

If there is any other payment method, other than hourly or lump sum, the terms shall be specified in Section 1 (Scope of Services) above.

ATTACHMENT “B”

4. NON-ASSIGNABILITY

Provider shall not assign nor transfer any interest in this Contract (whether by assignment or novation) without prior written consent of the Parish. Failure to obtain the prior written consent of the Parish may be grounds for termination of this Contract. Claims for money due or to become due to the Provider from the Parish under this Contract may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Parish.

5. BUDGET LIMITATION

- A.** The Parish shall determine the budget for this project, and the Parish shall advise the Provider of the budget limitation in writing. The Provider shall use its best judgment and expertise to design this project within the proposed budget. Any subsequent budget revisions shall be confirmed in writing.
- B.** It is the responsibility of the Provider to advise the Parish in advance if Contract funds or Contract terms may be insufficient to complete Contract objectives. Provider understands and specifically warrants that it assumes the sole responsibility to advise the Parish in advance if Contract funds or Contract terms may be insufficient to complete Contract objectives. In providing opinions of probable construction cost, the Parish understands that the Provider has no control over costs and price of labor, equipment or materials or over the general Provider’s method of pricing, and that the opinion of probable costs provided herein are made on the basis of the Provider’s qualifications and experience.
- C.** The continuation of this Contract is contingent upon the appropriation of funds by the Parish to fulfill the requirements of the Contract. If the Parish fails to appropriate sufficient monies to provide for the continuation of this or any other related Contract, or if such appropriation is reduced by the veto of Parish President by any means provided in the appropriations Ordinance to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the Contract, the Contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

6. NOTICE TO PROCEED

ATTACHMENT "B"

The Parish, or a Department Director, shall issue the Provider a Notice to Proceed in writing. This notice shall include the Work Order Number, Purchase Order Number, and instructions to undertake the services stated herein. The Provider shall commence the services within ten (10) days after receipt of such notification, unless a shorter time period has been provided in the scope of services, or in emergency situations. The work necessary for the completion of each task shall be completed promptly following the Provider's receipt of the Notice to Proceed. If the Parish desires to divide the Project into various parts, a Notice to Proceed shall be issued for each part, and the Parish and the Provider shall mutually agree upon the period of time within which services for each part of the Project shall be performed. The Provider will be given time extensions for delays beyond its control, or for those delays caused by tardy approvals of work in progress by various official agencies, but no additional compensation shall be allowed or due Provider for such delays caused by the Provider.

7. INSURANCE

The Provider shall secure and maintain at its expense such insurance as may be required by the attached "Insurance Requirements". It is specifically understood that this agreement shall not be effective until such time as all insurance requirements are met by the Provider and approved by the Parish.

8. OTHER TERMS AND CONDITIONS

- A. The Provider shall, at all times during the term of this Contract, maintain valid Louisiana licenses and commissions as are customarily required of such a Provider, including but not limited to those that may be required by this State and/or Parish. The Provider agrees to renew and or keep current all licenses and commissions herein. The Provider agrees to maintain a copy of all such licenses or commissions on file at all time and make same available for review as may be reasonably requested by the Parish of St. Tammany.
- B. The professional and technical adequacy and accuracy of designs, drawings, specifications, documents, and other work products furnished under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession in St. Tammany Parish. In the event the Parish must have work performed on a construction Contract via a Change Order resulting from an error or omission by the Provider, the Provider shall provide, at no cost to the Parish, all professional services attributable to that Change Order. This is in addition to Parish's right to recover from Provider any damages for its errors and omissions.
- C. To the fullest extent permitted by law, Provider shall indemnify and hold harmless the St. Tammany Parish Government, its elected and appointed officials, departments,

ATTACHMENT "B"

agencies, boards and commissions, their officers, agents, servants, employees including volunteers, from and against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life, injury or damages to persons or property, growing out of, resulting from, or by reason of any acts, errors, and/or omissions, by Provider, its agents, servants or employees, and subcontractors, as well as any and all costs, expenses and/or attorney fees incurred as a result of any claims, demands, and/or causes of actions that arise while engaged in connection with the services required to be performed by the Provider under this Contract. Provider further agrees to pay all reasonable expenses and attorneys' fees incurred by the Parish in establishing the right to indemnity pursuant to the provisions in this Contract.

- D.** This Contract shall be binding upon the successors and assigns for the Parties hereto.
- E.** This Contract represents the entire Contract between Parish and Provider.
- F.** This Contract is made under the Laws of the State of Louisiana, and for all purposes shall be interpreted in its entirety in accordance with the laws of said State. The Provider hereby agrees and consents to the jurisdiction of the courts of the State of Louisiana over its person. The Parties hereto agree that the sole and exclusive venue for all lawsuits, claims, disputes, and other matters in question between the Parties to this Contract or any breach thereof shall be in the 22nd Judicial District Court for the Parish of St. Tammany, State of Louisiana. It is also understood and agreed that the laws and ordinances of St. Tammany shall apply.
- G.** In the event that the Provider modifies the Parish's Contract documents without the expressed prior written consent of the Parish, the Provider shall indemnify and hold harmless the Parish from any claims, lawsuits, or damages that arise out of or are attributable to the modification. This indemnification and hold harmless obligation shall include not only the damages suffered by the Parish but also all reasonable expenses including, but not limited to, any and all litigation or other dispute resolution costs and any and all professional fees incurred by the Parish as a result of the Provider's deviation from the Parish's Contract documents, or fees incurred by the Parish in establishing the right to indemnity pursuant to the provisions in this Contract.
- H.** Provider agrees to a covenant against contingent fees. Provider warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Provider, 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 the Provider, any fee, commission, percentage, brokerage fee, gifts, or any other

ATTACHMENT "B"

consideration, contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the Parish shall have the right to annul this Contract without liability.

- I. This Contract may be amended only by mutual written consent of the respective Parties.
- J. Third Party Beneficiary: it is specifically agreed by and between the Parties to this Contract that no person or party is intended, deemed, considered, or construed to be a third party beneficiary of this Contract.
- K. Neither party will be liable for failure to fulfill its obligations when due to causes beyond its reasonable control.
- L. Any failure or delay by either party in exercising any right or remedy will not constitute a waiver of such right or remedy.
- M. Severability: if any provision or item in this Contract is held invalid or unenforceable for any reason, then such invalidity or unenforceability shall not affect other provisions or items of this Contract. In such event, the remaining portions shall be given full force and effect without the invalid provision or item, and to this end the provisions or items of this Contract are hereby declared severable.
- N. It is specifically understood that the terms "agreement" and "Contract" may be used interchangeably. It is specifically understood that the terms "Owner", "Director" and "Parish" and "the Parish of St. Tammany" may be used interchangeably.
- O. Conflict of Interest: it is understood and agreed between the Parties hereto that Provider is not retained exclusively by the Parish but that the Parish may be retain other Providers during the term of this Contract. In the event of reasonably known conflicts of interest or potential conflicts of interest between the Parish and other Parties who have engaged Provider, the Provider agrees to make full disclosure of the same, and that they will take no action on behalf of any other client directly adverse to the Parish, nor will Provider take any action on behalf of the Parish directly adverse to any other client.
- P. Provider warrants that Provider is qualified to perform the intended purposes of this agreement. In the event that Provider becomes not fit nor qualified for any reason whatsoever, then Provider agrees to withdraw from work herein at no cost to the Parish. In the event that the Parish determines that Provider is not suited for Parish purposes or otherwise fails to represent Parish policies to the satisfaction of the Parish, then Provider

ATTACHMENT "B"

agrees to withdraw from this agreement.

- Q.** Provider specifically agrees and understands that Provider shall not maintain or otherwise claim that it possesses any security interest in any aspect of the work that forms the basis of this agreement.
- R.** Provider agrees to ensure that its personnel are, at all times, educated and trained, and further, that Provider and its personnel will perform all work and services as would a reasonably-related Provider in St. Tammany Parish.
- S.** Provider agrees to perform all services in a workmanlike and professional manner. Provider recognizes and understands that time is of the essence. Provider agrees to perform and provide services in accordance with this agreement and all incorporated attachments.

9. TERMINATION, CANCELLATION, AND SUSPENSION

A. Termination

The term of this Contract shall be binding upon the Parties hereto until the work has been completed by the Provider and accepted by the Parish, and all payments required to be made to the Provider have been made. But, this Contract may be terminated upon thirty (30) days written notice under any or all of the following conditions:

- 1) By mutual agreement and consent of the Parties hereto;
- 2) By the Parish as a consequence of the failure of the Provider to comply with the terms, progress, or quality of the work in a satisfactory manner, proper allowances being made for circumstances beyond the control of the Provider;
- 3) By either party upon failure of the other party to fulfill its obligations as set forth in this Contract;
- 4) By the Parish with less than thirty (30) days notice due to budgetary reductions and changes in funding priorities by the Parish;
- 5) In the event of the abandonment of the project by the Parish.

Upon termination, the Provider shall be paid for actual work performed prior to the Notice of Termination, either based upon the established hourly rate for services actually

ATTACHMENT "B"

performed, or on a pro-rata share of the basic fee based upon the phase or percentage of work actually completed, depending on the type of compensation previously established under this Contract.

Upon Termination, the Provider shall deliver to the Parish all original documents, notes, drawings, tracings, computer files, and other files pertaining to this Contract or the Work performed, except for the Provider's personal and administrative files.

B. Cancellation

The continuation of this Contract is contingent upon the appropriation of funds to fulfill the requirements of the Contract by the Parish. If the Parish fails to appropriate sufficient monies to provide for the continuation of this or any other Contract, or if such appropriation is reduced by the veto of Parish President by any means provided in the appropriations Ordinance to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the Contract, the Contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated. It is understood and agreed that paragraph (9)(C) below may preempt this paragraph, all at the exclusive and unilateral option of the Parish.

C. Suspension

Should the Parish desire to suspend the work, but not definitely terminate the Contract, the Parish shall supply the Provider with thirty (30) days notice. The Parish will also supply Provider thirty (30) days notice that the work is to be reinstated and resumed in full force. Provider shall receive no additional compensation during the suspension period. The Parties may revisit the terms of this Contract during the suspension period. The suspension shall not exceed six (6) months, unless mutually agreed upon between the Parties.

D. In the event of a default and/or breach of this agreement and this matter is forwarded to legal counsel, then the prevailing party may be entitled to collect a reasonable attorney fees and all costs associated therewith whether or not litigation is initiated. Attorney fees shall be based upon the current, reasonable prevailing rate for counsel in the private sector. The Parties agree to be responsible for such attorney fees, together for all with legal interest from date of agreement breach, plus all costs of collection.

E. Termination or cancellation of this agreement will not affect any rights or duties arising under any term or condition herein.

F. As to the filing of voluntary or involuntary bankruptcy by Provider, Provider agrees that if any execution or legal process is levied upon its interest in this Contract, or if any liens

ATTACHMENT "B"

or privileges are filed against its interest, or if a petition in bankruptcy is filed against it, or if it is adjudicated bankrupt in involuntary proceedings, or if it should breach this Contract in any material respect, the Parish shall have the right, at its unilateral option, to immediately cancel and terminate this Contract. In the event that Provider is placed in any chapter of bankruptcy, voluntarily or involuntarily, or otherwise triggers any provision of the preceding sentence herein, it is understood and agreed that all materials, goods and/or services provided shall be and remain the property of the Parish. All rights of Provider as to goods, wares, products, services, materials and the like supplied to Parish shall be deemed forfeited.

10. AUDITORS

Notwithstanding other Sections herein, Provider shall maintain all records for a period of three years after the date of final payment under this Contract. It is hereby agreed that the Parish Department of Finance or its designated auditor shall have the sole, unilateral and exclusive option of auditing all accounts of Provider which relate to this Contract. Such audit may be commenced at any reasonable time. Provider agrees not to delay, retard, interrupt or unduly interfere with commencement and completion of such an audit. If in the exclusive and unilateral opinion of the Parish that Provider delays, retards, interferes with or otherwise interrupts such an audit, the Parish may seek such relief as per law. In such an event, Provider agrees to be liable for all reasonable attorney fees, costs of auditors, court costs, and any other reasonably related expenses with such litigation.

11. TERM OF CONTRACT

- A. The effective date of this agreement shall begin on the date of the Parish President's signature or acceptance of the Provider's insurance carrier, whichever occurs last. Notwithstanding the foregoing, in no event, shall this Contract be valid until it has been approved in writing by the Parish President or his designee.
- B. This Professional Services Contract shall terminate as follows:
 - 1) As per the terms and conditions of Paragraph 9 hereinabove, or;
 - 2) As per operation of law, or;
 - 3) As agreement between the Parties, or;
 - 4) Upon the satisfactory completion of all services and obligations described herein, or;
 - 5) As per the Parish Charter, under Section 5-06(B).

12. DISCRIMINATION CLAUSE

ATTACHMENT "B"

Provider agrees to comply with the Americans with Disabilities Act of 1990 and any current amendments thereto. All individuals shall have equal access to employment opportunities available to a similarly suited individual. Provider agrees not to discriminate in its employment practices, and will render services under this Contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Provider, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Contract. Provider agrees to abide by the requirements of all local, state, and/or federal law, including but not limited to the following: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and the requirements of the Americans with Disabilities Act of 1990. Provider warrants and guarantees that it is an Equal Employment Opportunity employer. In all hiring or employment made possible by or resulting from this Contract, there shall not be any discrimination against any person because of race, color, religion, sex, national origin, disability, age or veterans status; and where applicable, affirmative action will be taken to ensure that Provider's employees are treated equally during employment without regard to their race, color, religion, sex, national origin, disability, age, political affiliation, disabilities or veteran status. This requirement shall apply to but not be limited to the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. All solicitations or advertisements for employees shall state that all applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, age or veteran status.

13. INDEPENDENT CONTRACTOR

- A. While in the performance of services or carrying out obligations herein, the Provider shall be acting in the capacity of an independent contractor (as defined in LA R.S. 23:1021(7)), and not as an employee of the Parish. Nothing herein shall create a partnership between the Provider and the Parish. The Parish shall not be obliged to any person, firm or corporation for any obligations of the Provider arising from the performance of its services under this agreement. The Provider shall not be authorized to represent the Parish with respect to services being performed, dealings with other agencies, and administration of specifically related contracts, unless done so in writing by the Parish.
- B. Provider hereby agrees to be responsible for payment of taxes from the funds thus received under this Contract. Provider agrees to be responsible for and to pay all applicable federal income taxes, federal social security tax (or self-employment tax in lieu thereof) and any other applicable federal or state unemployment taxes. Provider

ATTACHMENT "B"

agrees to indemnify and hold the Parish harmless for any and all federal and/or state income tax liability, including taxes, interest and penalties, resulting from the Parish's treatment of Provider as independent contractor. Provider further agrees to reimburse Parish for any and all costs it incurs, including, but not limited to, accounting fees and legal fees, in defending itself against any such liability.

C. Provider acknowledges Exclusions of Workmen's Compensation and/or Unemployment Coverage.

14. NOTICES

All notices shall be by certified mail, return receipt requested, and sent to the following individuals at the following addresses. Changes of person and addresses are to be exchanged in a like manner:

Parish of St. Tammany: Office of the Parish President
P.O. Box 628
Covington, La. 70434
(985) 898-2700

Provider: «txtREQCompanyName»
«txtREQAddress»
«txtREQCity», «txtREQState» «txtREQZip»

15. RECORDATION OF CONTRACT

Provider authorizes Parish to deduct from any payment due herein costs for recordation of this Contract in full or an excerpt hereof, or any revisions or modifications thereof as required by law. Provider agrees to execute an excerpt or extract of this agreement for recordation purposes. If Provider fails to execute such an excerpt, then the Parish shall file and record the entire Contract and all attachments at the expense of Provider and Parish is hereby authorized to deduct all related costs from any proceeds due to the Provider.

16. AUTHORITY TO ENTER CONTRACT

ATTACHMENT "B"

The undersigned representative of Provider warrants and personally guarantees that he/she has the requisite and necessary authority to enter and sign this Contract on behalf of the corporate entity, partnership, etc. The undersigned Parties warrant and represent that they each have the respective authority and permission to enter this Contract. In the event that Provider is a member of a corporation, partnership, LLC, LLP, or any other juridical entity, the Parish requires, as an additional provision, that Provider supplies a certified copy of a corporate resolution authorizing the undersigned to enter and sign this Contract.

This Contract is executed in **Three (3)** originals. IN TESTIMONY WHEREOF, they have executed this agreement, the date(s) written below.

WITNESSES:

PROVIDER:

Signature

Signature

Print Name

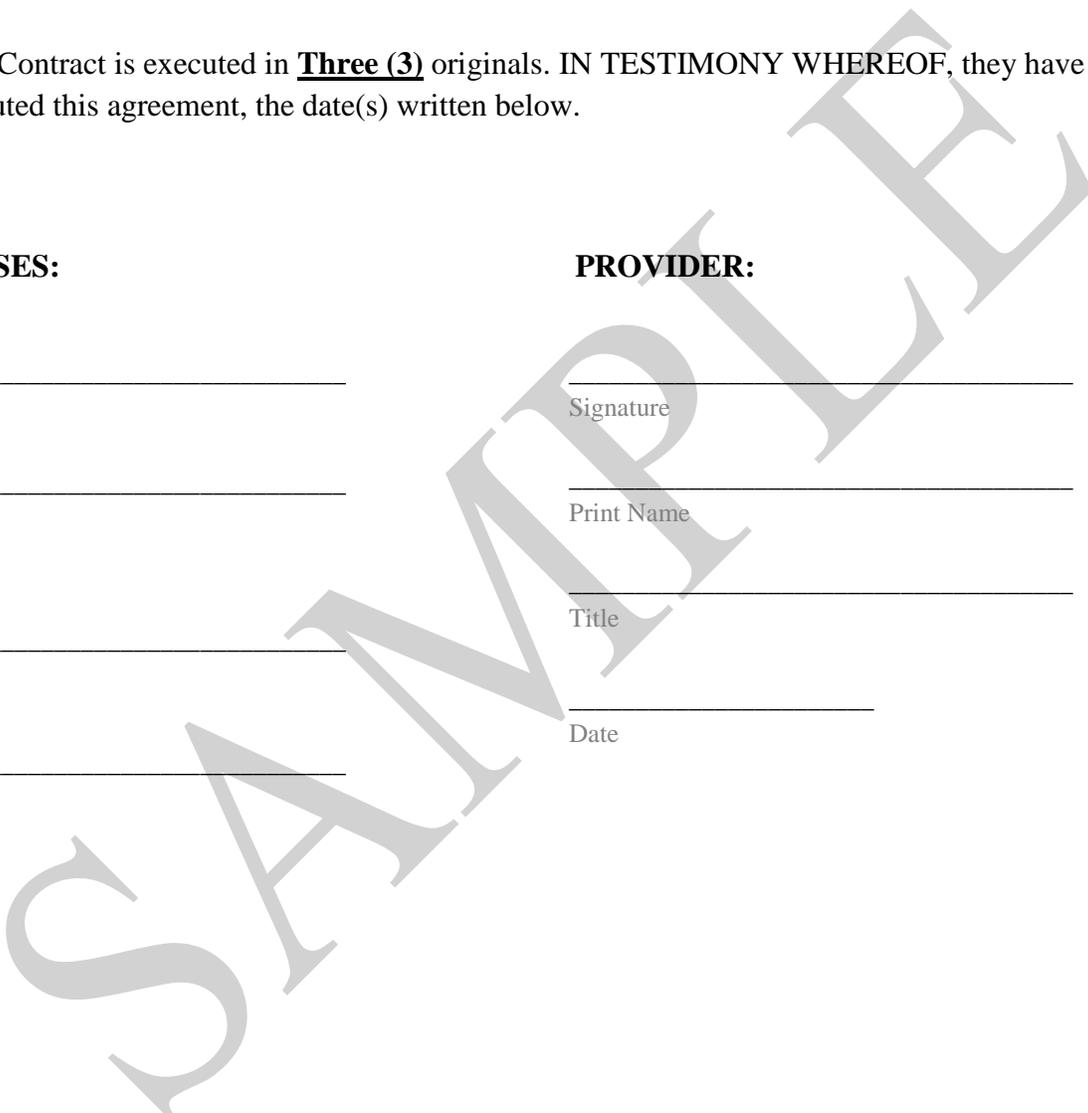
Print Name

Signature

Title

Print Name

Date



ATTACHMENT "B"

WITNESSES:

Signature

Print Name

Signature

Print Name

ST. TAMMANY PARISH GOVERNMENT:

Michael B. Cooper
Parish President

Date

APPROVED BY:

Assistant District Attorney – Civil Division

Date

SAMPLE

Attachment C

ACKNOWLEDGMENT AND WAIVER

_____ (“Respondent”) hereby acknowledges that it has received Request for Qualifications No. _____ (“RFQ”), issued by the St. Tammany Parish Government, and has been advised that same is not subject to the Louisiana Public Bid Law or the Louisiana Procurement Code. As such, Respondent understands and acknowledges that it has not been granted and otherwise possesses no right to protest, contest, debate or otherwise call in question the processes, procedures, methodology or results of the RFQ or the selection of a Contractor in connection therewith.

To the extent that the Respondent may otherwise have any such rights, Respondent herein waives all such rights to protest, contest, debate or otherwise call in question the processes, procedures, methodology or results of the RFQ or the selection of a Contractor in connection therewith and agrees it will not file claims of any type or manner, in a court of law or otherwise, in any way related to same.

SIGNED, this _____ day of _____, 201__.

WITNESSES:

Respondent

Printed Name: _____

By: _____
(Signature of Authorized Representative)

Printed Name: _____

Printed Name: _____
Title: _____

STATE OF _____

PARISH/COUNTY OF _____

SWORN TO and subscribed before me, Notary, on this _____ day of _____, 201__.

NOTARY PUBLIC
My Commission Expires: _____



INSURANCE REQUIREMENTS*

Professional Services Project: Goodbee Pond

RFQ#: 20-2-4

*****IMPORTANT – PLEASE READ*****

Prior to submitting your quote or bid, it is recommended that you review these insurance requirements with your insurance broker/agent.

These requirements modify portions of the insurance language found in the General Conditions and/or Supplementary General Conditions; however, there is no intention to remove all sections pertaining to insurance requirements and limits set forth in the General Conditions and/or Supplementary General Conditions, only to amend and specify those items particular for this Project.

- A. The Provider shall secure and maintain at its expense such insurance that will protect it and St. Tammany Parish Government (the "Parish") from claims for bodily injury, death or property damage as well as from claims under the Workers' Compensation Acts that may arise from the performance of services under this agreement. All certificates of insurance shall be furnished to the Parish and provide thirty (30) days prior notice of cancellation to the Parish, in writing, on all of the required coverage.
- B. All policies shall provide for and certificates of insurance shall indicate the following:
1. Waiver of Subrogation: The Provider's insurers will have no right of recovery or subrogation against the Parish of St. Tammany, it being the intention of the parties that all insurance policy(ies) so affected shall protect both parties and be the primary coverage for any and all losses covered by the below described insurance.
 2. Additional Insured: St. Tammany Parish Government shall be named as Additional Insured with respect to general liability, automobile liability and excess liability coverages, as well as marine liability and pollution/environmental liability, when those coverages are required or necessary.
 3. Payment of Premiums: The insurance companies issuing the policy or policies will have no recourse against St. Tammany Parish Government for payment of any premiums or for assessments under any form of policy.
 4. Deductibles/Self-Insured Retentions: Any deductibles and/or self-insured retentions in the described insurance policies **must be declared on the Certificate of Insurance**, and are both assumed by and the sole risk of the Provider. The Parish will have the sole discretion to accept or reject deductibles and/or self-insured retentions exceeding \$100,000 as it deems appropriate. The Parish may require Provider to produce evidence of verifiable financial ability to satisfy its deductibles and/or self-insured retentions; however, the Parish assumes no liability or obligation resulting from its examination, acceptance, or rejection of information presented.
 5. Project Reference: The project(s) and location(s) shall be referenced in the Comment or Description of Operations section of the Certificate of Insurance (Project #-###, or Bid # if applicable, Type of Work, Location).
- C. Coverage must be issued by insurance companies authorized to do business in the State of Louisiana. Companies must have an A.M. Best rating of no less than A-, Category VII. St. Tammany Parish Risk Management Department may waive this requirement only for Workers Compensation coverage at their discretion.

Provider shall secure and present proof of insurance on forms acceptable to St. Tammany Parish Government, Office of Risk Management no later than the time of submission of the Contract to the Parish. However, should any work performed under this Contract by or on behalf of Provider include exposures that are not covered by those insurance coverages, Provider is not relieved of its obligation to maintain appropriate levels and types of insurance necessary to protect itself, its agents and employees, its subcontractors, St. Tammany Parish Government (Owner), and all other interested third parties, from any and all claims for damage or injury in connection with the services performed or provided throughout the duration of this Project, as well as for any subsequent periods required under this Contract.

The insurance coverages checked (✓) below are those required for this Contract.

1. **Commercial General Liability*** insurance – **Occurrence Form** - with a Combined Single Limit for bodily injury and property damage of at least \$1,000,000 per Occurrence / \$2,000,000 General Aggregate and \$2,000,000 Products-Completed Operations. Contracts over \$1,000,000 may require higher limits. The insurance shall provide for and the certificate(s) of insurance shall indicate the following coverages:
- a) Premises - operations;
 - b) Broad form contractual liability;
 - c) Products and completed operations;
 - d) Personal/Advertising Injury.
2. **Business Automobile Liability*** insurance with a Combined Single Limit of \$1,000,000 per Occurrence for bodily injury and property damage, and shall include coverage for the following:
- a) Any auto;
 - or**
 - b) Owned autos; **and**
 - c) Hired autos; **and**
 - d) Non-owned autos.
- (If no owned vehicles, hired and non-owned may be acceptable, subject to the review and approval of St. Tammany Parish, Office of Risk Management.)
3. **Workers' Compensation/Employers Liability insurance*** - Workers' Compensation coverage as required by State law. Employers' liability limits shall be a minimum of \$500,000 each accident, \$500,000 each disease, \$500,000 disease policy aggregate. When water activities are expected to be performed in connection with this project, limits shall be a minimum of \$1,000,000 each accident, \$1,000,000 each disease, \$1,000,000 disease policy aggregate and coverage under the USL&H Act, Jones Act and/or Maritime Employers Liability (MEL) must be included. **Coverage for owners, officers and/or partners in any way engaged in the Project shall be included in the policy.** The names of any excluded individual must be shown in the Description of Operations/Comments section of the Certificate.
4. **Pollution Liability and Environmental Liability*** insurance in the minimum amount of \$1,000,000 per occurrence / \$2,000,000 aggregate including full contractual liability and third party claims for bodily injury and/or property damage, for all such hazardous waste, pollutants and/or environmental exposures that may be affected by this project stemming from pollution/environmental incidents as a result of Contractor's operations.

If coverage is provided on a claims-made basis, the following conditions apply:

- 1) the retroactive date must be prior to or coinciding with the effective date of the Contract, or prior to the commencement of any services provided by the Contractor on behalf of the Parish, whichever is earlier; AND
- 2) continuous coverage must be provided to the Parish with the same retro date for 24 months following acceptance or termination of the Project by the Parish either by
 - a) continued renewal certificates **OR**
 - b) a 24 month Extended Reporting Period

*The Certificate must indicate whether the policy is written on an occurrence or claims-made basis and, if claims-made, the applicable retro date must be stated.



5. **Professional Liability/Errors and Omissions*** insurance in the sum of at least \$5,000,000 per claim is required when work performed by Contractor or on behalf of Contractor includes professional or technical services including, but not limited to, construction administration and/or management, engineering services such as design, surveying, and/or inspection, technical services such as testing and laboratory analysis, and/or environmental assessments. An occurrence basis policy is preferred.

If coverage is provided on a claims-made basis, the following conditions apply:

- 1) the retroactive date must be prior to or coinciding with the effective date of the Contract, or prior to the commencement of any services provided by the Contractor on behalf of the Parish, whichever is earlier; AND
- 2) continuous coverage must be provided to the Parish with the same retro date for 24 months following acceptance or termination of the Project by the Parish either by
 - a) continued renewal certificates **OR**
 - b) a 24 month Extended Reporting Period

*The Certificate must indicate whether the policy is written on an occurrence or claims-made basis and, if claims-made, the applicable retro date must be stated.



6. **Marine Liability/Protection and Indemnity*** insurance is required for any and all vessel and/or marine operations in the minimum limits of \$1,000,000 per occurrence / \$2,000,000 per project general aggregate. The coverage shall include, but is not limited to, the basic coverages found in the Commercial General Liability insurance and coverage for third party liability

***Excess/Umbrella Liability** insurance may be provided to meet the limit requirements for any Liability coverage. For example: if the General Liability requirement is \$3,000,000 per occurrence, but the policy is only \$1,000,000 per occurrence, then the excess policy should be at least \$2,000,000 per occurrence thereby providing a combined per occurrence limit of \$3,000,000.)

- D. All policies of insurance shall meet the requirements of the Parish prior to the commencing of any work. The Parish has the right, but not the duty, to approve all insurance coverages prior to commencement of work. If any of the required policies are or become unsatisfactory to the Parish as to form or substance; or if a company issuing any policy is or becomes unsatisfactory to the Parish, the Provider shall promptly obtain a new policy, timely submit same to the Parish for approval, and submit a certificate thereof as provided above. The Parish agrees not to unreasonably withhold approval of any insurance carrier selected by Provider. In the event that Parish cannot agree or otherwise authorize a carrier, Provider shall have the option of selecting and submitting a new insurance carrier within 30 days of said notice by the Parish. In the event that the second submission is insufficient or is not approved, then the Parish shall have the unilateral opportunity to thereafter select a responsive and responsible insurance carrier all at the cost of Provider and thereafter deduct from Provider's fee the cost of such insurance.
- E. Provider shall maintain a current copy of all annual insurance policies and agrees to provide a certificate of insurance to the Parish on an annual basis or as may be reasonably requested for the term of the contract or any required Extended Reporting Period. Provider further shall ensure that all insurance policies are maintained in full force and effect throughout the duration of the Project and shall provide the Parish with annual renewal certificates of insurance evidencing continued coverage, without any prompting by the Parish.
- F. Provider shall maintain a current copy of all annual insurance policies and agrees to provide same to the Parish on an annual basis or as may be reasonably requested. Provider further shall ensure that all insurance policies are maintained in full force and effect throughout the duration of the Project and shall provide the Parish with annual renewal certificates of insurance evidencing continued coverage, without any prompting by the Parish.

- G. It shall be the responsibility of Provider to require that these insurance requirements are met by all contractors and sub-contractors performing work for and on behalf of Provider. Provider shall further ensure the Parish is named as an additional insured on all insurance policies provided by said contractor and/or sub-contractor throughout the duration of the project.
- H. Certificates of Insurance shall be issued as follows:

**St. Tammany Parish Government
Attn: Risk Management
P O Box 628
Covington, LA 70434**

To avoid contract processing delays, be certain the project name/number is included on all correspondence including Certificates of Insurance.

***NOTICE: St. Tammany Parish Government reserves the rights to remove, replace, make additions to and/or modify any and all of the insurance requirements at any time.**

Any inquiry regarding these insurance requirements should be addressed to:

**St. Tammany Parish Government
Office of Risk Management
P O Box 628
Covington, LA 70434
Telephone: 985-898-2797
Fax: 985-898-3070
Email: riskman@stpgov.org**

HOLD HARMLESS AGREEMENT

_____ (Contractor) agrees to protect, defend, indemnify, save, and hold harmless St. Tammany Parish Government, its elected and appointed officials, departments, agencies, boards and commissions, its officers, agents servants, employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property to the extent caused by any act or omission of Contractor, its agents, servants, employees, and subcontractors, or any and all costs, expense and/or attorney fees incurred as a result of any claim, demands, and/or causes of action that results under the performance or non-performance of this contract.

_____ (Contractor) agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit, as described in the paragraph above, at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

SIGNED, this ____ day of _____, 20__

WITNESSES:

(Name of Contractor)

Print Name: _____

BY: _____
(Signature of Authorized Officer)

Print Name: : _____

Print Name: _____

Title: _____

STATE OF _____

PARISH/COUNTY OF _____

SWORN TO and subscribed before me, Notary, on this ____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires: _____

Please complete the following:

Claims contact for this project will be:

(Print name and title of Contact Person)

Address

Email address

Telephone#

Cell #

Fax #

ATTACHMENT "F"

**AFFIDAVIT PURSUANT TO LA R.S. 38:2224 AND ETHICS PROVISIONS
FOR PROFESSIONAL & ESSENTIAL SERVICE CONTRACTS**

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, in and for the above stated State and Parish (or County), personally came and appeared:

Print Name

who, after first being duly sworn, did depose and state:

1. That affiant is appearing on behalf of _____, who is seeking a Professional or Essential Service Contract with St. Tammany Parish Government.
2. That affiant employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for affiant; and

3. That no part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for affiant.

4. If affiant is a sole proprietor, that neither affiant, nor his/her immediate family is a public servant of St. Tammany Parish Government or the Contract is not under the supervision or jurisdiction of the public servant's agency.

5. If affiant is executing this affidavit on behalf of a juridical entity such as a partnership, corporation, or LLC, etc., that no public servant of St. Tammany Parish Government, or his/her immediate family, either individually or collectively, has more than a 25% ownership interest in the entity seeking the Contract with St. Tammany Parish Government if the Contract will be under the supervision or jurisdiction of the public servant's agency.

Printed Name: _____

Title: _____

Entity name: _____

THUS SWORN TO AND SUBSCRIBED BEFORE ME,
THIS _____, DAY OF _____, 202__.

Notary Public

Print Name: _____

Notary I.D./Bar No.: _____

My commission expires: _____

**AFFIDAVIT PURSUANT TO LA R.S. 38:2212.10 CONFIRMING
REGISTRATION AND PARTICIPATION IN A STATUS VERIFICATION
SYSTEM**

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, in and for the above stated State and Parish (or County), personally came and appeared:

Print Name

who, after first being duly sworn, did depose and state:

1. That affiant is appearing on behalf of _____, a private employer seeking a bid or a contract with St. Tammany Parish Government for the physical performance of services within the State of Louisiana.
2. That affiant is registered and participates in a status verification system to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens; and
3. That affiant shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
4. That affiant shall require all subcontractors to submit to the affiant a sworn affidavit verifying compliance with this law.

Printed Name: _____

Title: _____

Name of Entity: _____

THUS SWORN TO AND SUBSCRIBED BEFORE ME,

THIS _____, **DAY OF** _____, **202**__.

Notary Public

Attachment G
Sample Scoring Matrix
 RFQ # 20-2-4
 Goodbye Pond

 Vendor/Business Name

 Evaluator's Name

CRITERIA	POSSIBLE POINTS	ASSIGNED POINTS	COMMENTS
Compliance with the RFQ	15pts		
Understanding of the Project	15pts		
Approach to the Project	15pts		
Ability to perform within the stated timeframe	20pts		
Qualifications of the Respondent, including, but not limited to, its experience and personnel assigned to the projects	20pts		
Proposal quality and references	15pts		
Vendor Total	100pts		

Signature of Evaluator: _____

Date: _____