

CONTRACT FOR PROFESSIONAL SERVICES

Contract No.: 18-019

Be it known, that on this 19th day of June, 2018 the St. Tammany Parish Government, through the Office of the Parish President (hereinafter sometimes referred to as the "Parish") and NEEL-SCHAFFER INC, 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

The Provider shall perform the following services:

TASK I: COLLECTION AND ORGANIZATION OF EXISTING FLOOD CONTROL ASSETS AND PROJECT DATA

1. Data has been collected by the Parish and stored electronically with the STLDCD. The NSI Team will access, review, catalog and report back to the Parish the information that currently is available.
2. Kick-off meeting with the Parish, STLDCD, Project Team members, and stakeholders to discuss project goals, objectives and confirm the Project Team's approach and deliverables.
 - List of stakeholders, Parish engineering staff, local and Federal personnel that may have data to collect.
 - Discuss format of the final report, maps and tables.
 - Discuss data storage formats and organization.
 - Review administrative requirements such as invoicing, reporting and points of contact.

- Review CPRA requirements for this project.
 - Confirm the regions and sub-basins to be used for data collection.
3. Meet with Parish engineering staff, STLDCD representatives, and local state and Federal personnel if applicable, to review and compile all major flood control assets, completed, current, and future projects for each of the three regions (prioritizing the eastern region first), including, but not limited to:
- Coastal and Wetland Restoration Projects
 - Drainage Conveyance Improvements
 - Retention/Detention Ponds
 - Levee and Shoreline Protection, including but not limited to: STLDCD- Southeast Coastal Zone- Project 1.0 and South Slidell Ring Levee Project
 - Structure Elevation Programs
 - Flood Protection/Drainage Pump Stations
 - Drainage / Flood Risk Reduction Studies

For each asset and project, the following data will be collected to the extent it is currently available:

- Project Purpose
- Jurisdictional authority/owner
- Scope of work
- Supporting Existing Conditions Data (surveys, soil borings, pump curves, etc)
- Construction status (completed, current, planned future)
- Project benefits, including whether a FEMA flood map change or revisions would be applicable
- Cost / estimated cost
- Funding status and source; and
- Design documentation.

4. Develop a GIS database with integrated project attributes with metadata meeting current FGDC CSDGM Metadata standards:
 - Initiate Project GIS, building upon GIS developed for Northshore Hurricane/Flood Protection and Restoration Plan (GEC, 2012).
 - GIS base data and model input will be established in an ESRI geodatabase format and incorporated into the current Parish data model.
5. Incorporate layers into the GIS database that are not available to the public, such as flood loss information for recent events and repetitive loss structures. Also include other information that may be useful in doing the BCA.
6. Compile final report that includes a comprehensive list of existing major flood control assets. The final deliverable shall present all information collated above in a concise, comprehensive, and easily readable report with maps and tables showing basin delineations, jurisdictions, and past and future project locations and details listed above

Total Payment for Task I shall not exceed \$221,504.78.

TASK II – FLOOD CONTROL ASSETS AND GAP ANALYSIS

1. Perform a Gap Analysis to identify areas that were not included in Task I and are vulnerable to tidal surge, flooding due to inadequate conveyance, and/ or wetland loss/reduction.
2. Identify historical losses from structure flooding, infrastructure damage, and wetland loss in the gap areas.
3. Review current models (ADCIRC, and WHAFIS) to determine data gaps, including but not limited to geographical area, data, cross-sections, and model runs.

4. For certain flood control assets identified in Task I and directed by the Parish and STLDCD, consultant may be directed to collect topographic and boundary surveys, perform geotechnical investigations and conduct engineering analysis to perform an assessment of compliance with FEMA standards to determine whether flood reduction benefits could be realized relative to FEMA FIRM flood zones and flood insurance rate adjustments.
5. The consultant shall work with the Parish in selecting the gap areas that require further feasibility analyses. The deliverable shall be a report describing the overall gap analysis process, culminating with why the areas selected were chosen, and any recommendations for further study/actions to address gap areas.

Since the specific tasks and fees for Task II cannot be determined until the survey and geotechnical tasks are identified, Task II ceiling shall be set at \$350,000. Individual scopes and fees will be negotiated as the needs are identified.

Total estimated time for completion of Tasks I, and II is 240 days from Notice to Proceed issued by the Parish.

TASK III – PROJECT FEASIBILITY ANALYSES AND ENGINEERING DESIGN
(Optional)

1. Develop conceptual project alternatives, including estimated costs for areas defined in the Task II report.
2. After joint approval by the Parish and STLDCD of conceptual project alternatives, perform benefit/cost analysis for each proposed project. This will include engineering analyses, evaluation of existing flood control assets, impact of existing flood control structures on surrounding areas, engineering design, cost estimates, and other information as necessary to provide an acceptable BCA.

Project Alternatives Analyses must include, but not necessarily be limited to:

- **Review of all existing available data, including currently funded hurricane risk reduction and coastal restoration projects within the Coastal Zone;**
 - **Identify improvements needed such as repairs to existing drainage infrastructure, control structures, and pump stations;**
 - **Determine impacts to adjacent areas, comparing before and after project water surface elevations for 10, 25, 50, 100 and 500 year storms;**
 - **Perform benefit cost analyses for proposed structural and non-structural strategies; and**
 - **Identify any other investigation and/or analyses necessary for the evaluation of proposed projects.**
 - **With respect to planned and existing levee segments, perform a feasibility study to determine the best levee system alignment, then perform any tasks in accordance with 44CFR65.10.**
- 3. Prepare a feasibility report of recommended project alternatives for each project identified above, including a prioritization of projects based on Benefit/Cost Analysis, Need, and Community Input.**
 - 4. Engineering and Design of prioritized alternatives.**
 - 5. Coordinate with the Parish GIS staff to develop ArcGIS Enterprise Portal (AEP) content that allows the Parish and STLDCD to access the spatial data. Portal for ArcGIS is a component of ArcGIS Enterprise that allows to share maps, scenes, apps, and other geographic information with other people in the organization. Parish GIS staff will lead the development of interface within the Parish AEP and the Neel-Schaffer team will provide assistance as needed by the Parish staff.**

Coordinate and assist Parish GIS staff, as needed, to develop applicable GIS applications and an online GIS site under Parish AEP suitable for external/release, providing the public access to predefined maps and GIS data.

The term of the contract will be from Notice to Proceed issued by the Parish through June 1, 2019.

Further details of the work and responsibilities of the Provider are provided in the procurement documents, copies of which are maintained by the Engineering and Procurement Departments. The parties are bound to these details and responsibilities as if copied herein in extenso. The maximum cost of this work will be \$571,504.78. Payments will be made in accordance to the proposal and fee schedule provided as Attachment A, as billed by the Provider upon completion of the work and approval by the Department. The Provider shall adhere to all the joint STPG, STLDCD and CPRA requirements identified in Attachment B. Provider agrees to update, provide and/or substantiate all applicable policies of insurance and bonding, as is required and/or requested 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.

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:**
- 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 the 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 the Parish, and shall, upon request, be returned by Provider to the 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 the 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 LSA- 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.

3. PAYMENT OF ALL FEES AND ALL EXPENSES

This Section shall apply to all payments that may be due Provider by the Parish.

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.

(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 I (Scope of Services) above.

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

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, 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 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 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 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 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

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 LSA-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 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: NEEL-SCHAFFER INC
#3 SANCTUARY BLVD
MANDEVILLE, LA 70471

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

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:

Scott Andrepont
Signature

SCOTT ANDREPONT
Print Name

Cheryl Trumps
Signature

Cheryl Trumps
Print Name

PROVIDER:

Jersey Trumps
Signature

Jersey TRUMPS
Print Name

Executive Vice President
Title

JUNE 5, 2018
Date

WITNESSES:

[Handwritten Signature]

Signature

Anne Paestovich

Print Name

[Handwritten Signature]

Signature

Amy M Laborde

Print Name

ST. TAMMANY PARISH GOVERNMENT:

[Handwritten Signature]

Patricia P. Brister
Parish President

6-19-18

Date

APPROVED BY:

[Handwritten Signature]

Kelly M. Rabalais
Executive Counsel to Parish President

6-19-2018

Date

Attachment A

Project Summary	Labor and Expenses		Subconsultants		
Fee Estimate St. Tammany Parish Coastal Protection Project (PO-167)	NSI Labor Costs	NSI Direct Expenses	GEC (Summary - See Separate Man-Hour Estimate)	J.V. Burkes (Summary - See Separate Man-Hour Estimate)	Evans Engineering (Summary - See Separate Man-Hour Estimate)
	Totals	Totals	100%	100%	100%
Task I - Collection and Organization of Project Data	\$ 108,910.00	\$ 850.00	\$ 70,031.00	\$ 31,145.00	\$ 12,568.78
.00- 0 - Project Management	\$ 12,130.00	\$ -			
.01- 1 - Access, review, catalog, & report information that currently is available.	\$ 13,328.00	\$ 600.00		\$ 6,825.00	\$ 12,568.78
.02- 2 - Kick-off meeting to discuss project goals, objectives and confirm the Project Team's approach and deliverables.	\$ 8,844.00	\$ -	\$ 9,300.00		
.03- 3 - Meet with Parish, local, state & Federal personnel, to review and compile all major flood control assets, completed, current, and future projects for each of the three regions (prioritizing the eastern region first)	\$ 18,560.00	\$ -		\$ 24,320.00	
.04- 4 - Develop a GIS database with integrated project attributes with metadata meeting current FGDC CSDGM Metadata standards	\$ 2,320.00	\$ -	\$ 48,995.00		
.05- 5 - Incorporate Layers into GIS database such as flood loss information for recent events and repetitive loss structures.	\$ 3,100.00	\$ -	\$ 11,736.00		
.06- 6 - Compile Final Report	\$ 47,628.00	\$ 250.00			
Task I - Collection and Organization of Project Data	\$ 108,910.00	\$ 850.00	\$ 70,031.00	\$ 31,145.00	\$ 12,568.78
Total Labor Expenses and Subconsultants	\$	221,504.78			

**Task I - Collection and Organization of Existing Flood Control Assets and Project Data
Neel-Schaffer Inc. Manhours**

4/24/2018

Project Summary			Positions									
Neel-Schaffer, Inc. Task I	Hourly Rates (\$)	Direct Expenses/ Subcontractants	Principal / Vice President	Engineering Manager	Sr. Professional Engineer	Sr. Project Manager	Project Manager	Professional Engineer III	Professional Engineer I	CAD Tech II/ GIS Analyst	Administrative / Clerical II	Expenses
	Totals	Totals	JT	DL	VK	CS/BB	SU	RW	WH	JL	EH	100%
0 - Project Management	\$ 12,130.00	\$ -	4	12	10	16	0	0	0	4	40	\$ -
a Project and File Management	\$ 2,080.00	\$ -	4								16	
b Project Accounting	\$ 2,880.00	\$ -		8							16	
c Report Formatting	\$ 300.00	\$ -									4	
d GIS data format standardization in concert with Parish	\$ 780.00	\$ -			4							
e Map Formats	\$ 1,120.00	\$ -				4				4		
f Report Format, Tables and Figures	\$ 300.00	\$ -									4	
g Digital Deliverables Formats for Parish	\$ 770.00	\$ -			2	2						
h Meetings	\$ -	\$ -										
Zoom setup	\$ 780.00	\$ -			4							
Bi-Monthly Project Meetings with Parish	\$ 760.00	\$ -				4						
Monthly Levee District Meetings	\$ 760.00	\$ -				4						
Monthly team call/zoom meeting	\$ 1,600.00	\$ -		4		4						
1 - Access, review, catalog, & report information that currently is available	\$ 13,325.00	\$ 600.00	0	0	0	8	16	62	0	0	8	\$ 600.00
a Access/Download available information, including contacting information owners	\$ 4,120.00	\$ 500.00				4		24				\$ 500.00
b Review	\$ 2,384.00	\$ -					8	8				
c Catalog (Compile tracking spreadsheet of all data received)	\$ 1,860.00	\$ -						14				
d Prepare Report of above information	\$ 4,864.00	\$ 100.00				4	8	16			8	\$ 100.00
	\$ -	\$ -										
2 - Kick-off meeting to discuss project goals, objectives and confirm the Project Team's approach and deliverables.	\$ 8,844.00	\$ -	2	0	0	16	18	17	0	6	8	\$ -

Task I - Collection and Organization of Existing Flood Control Assets and Project Data
Neel-Schaffer Inc. Manhours

4/24/2018

a	List of stakeholders, Parish engineering staff, local and Federal personnel that may have data to collect.	\$ 1,392.00	\$ -				4	4							
b	Assemble Sample Report/ Outline including tables and maps	\$ 3,888.00	\$ -				8	6	8				4		
c	Summarize Data Storage formats and organization	\$ 2,024.00	\$ -				4	8							
d	Prepare STP and CPRA administrative requirements such as Involving, reporting and points of contact information	\$ 740.00	\$ -	2									4		
e	Prepare Region/Sub Basin maps	\$ 1,900.00	\$ -						9			6			
		\$ -	\$ -												
3 - Meet with Parish, local, state & Federal personnel, to review and compile all major flood control assets, completed, current, and future projects for each of the three regions (prioritizing the eastern region first)		\$ 18,560.00	\$ -	0	0	0	44	0	40	40	0	0	0		\$ -
a	Meetings with Parish (assume 1)	\$ 760.00	\$ -				4								
	Meetings with City Officials (3)	\$ 3,040.00	\$ -				16								
	Meetings with CPRA, DOTD, USACE, & FEMA (4)	\$ 3,040.00	\$ -				16								
b	Compile Major Flood Control Assets, projects and data	\$ 11,720.00	\$ -				8		40	40					
		\$ -	\$ -												
4 - Develop a GIS database with integrated project attributes with metadata meeting current FGDC CSDGM Metadata standards		\$ 2,320.00	\$ -	0	0	8	4	0	0	0	0	0	0		\$ -
a	Review and Coordinate with GEC	\$ 2,320.00	\$ -				8	4							
b		\$ -	\$ -												
		\$ -	\$ -												
5 - Incorporate Layers into GIS database such as flood loss information for recent events and repetitive loss structures.		\$ 3,100.00	\$ -	0	0	12	4	0	0	0	0	0	0		\$ -
a	Incorporate layers into GIS database	\$ 3,100.00	\$ -				12	4							
		\$ -	\$ -												
6 - Compile Final Report		\$ 47,628.00	\$ 250.00	0	12	8	48	46	60	64	120	8		\$ 250.00	
a	Compile comprehensive List of existing major flood control assets	\$ 2,280.00	\$ -			8						8			
b	Report - Introduction to Project and each area	\$ 7,552.00	\$ -				8	24	16						
c	Maps and Exhibits - 34	\$ 17,320.00	\$ -				8		16	24	120				
d	Tables	\$ 5,024.00	\$ -				8	8	16						
e	GIS Database	\$ -	\$ -												
f	Fact Sheet Summaries	\$ 9,344.00	\$ -		4		8	8	8	40					
g	QA/QC Deliverables	\$ 4,588.00	\$ -				8	8	6	4					
h	Meet with Parish to Deliver Results and Report	\$ 1,620.00	\$ 250.00				8							\$ 250.00	

Task I - Collection and Organization of Existing Flood Control Assets and Project Data
Neel-Schaffer Inc. Manhours

4/24/2018

		\$ -											
0 - Project Management	\$ 12,130.00	\$ -	4	12	10	16	0	0	0	4	40	\$ -	
1 - Access, review, catalog, & report information that currently is available.	\$ 13,328.00	\$ 600.00	0	0	0	8	16	62	0	0	8	\$ 600.00	
2 - Kick-off meeting to discuss project goals, objectives and confirm the Project Team's approach and deliverables.	\$ 9,844.00	\$ -	2	0	0	16	18	17	0	8	8	\$ -	
3 - Meet with Parish, local, state & Federal personnel, to review and compile all major flood control assets, completed, current, and future projects for each of the three regions (prioritizing the eastern region first)	\$ 18,560.00	\$ -	0	0	0	44	0	40	40	0	0	\$ -	
4 - Develop a GIS database with integrated project attributes with metadata meeting current FGDC CSDGM Metadata standards	\$ 2,320.00	\$ -	0	0	8	4	0	0	0	0	0	\$ -	
5 - Incorporate Layers into GIS database such as flood loss information for recent events and repetitive loss structures.	\$ 3,100.00	\$ -	0	0	12	4	0	0	0	0	0	\$ -	
6 - Compile Final Report	\$ 47,828.00	\$ 250.00	0	12	8	48	46	80	64	120	8	\$ 250.00	
TOTALS	\$ 108,910.00	\$ 850.00	6	24	38	142	80	179	104	130	64	\$ 850.00	
Total Labor and Expenses	\$ 107,760.00												

**Task I - Collection and Organization of Existing Flood Control Assets and Project Data
Neel-Schaffer Inc. Manhours**

4/24/2018

Project Summary		Positions					
GEC - Task I	Labor Costs	Direct Expenses/ Subcontractors	Project Manager	CAD Tech III / Sr. GIS Analyst	CAD Tech II / GIS Analyst	GIS Specialist	
	Hourly Rates (\$)						Totals
Work Defined in Project Definition Package			185.00	118.00	101.00	125.00	
2 - Kick-off meeting to discuss project goals, objectives and confirm the Project Team's approach and deliverables.		\$ 9,300.00	\$ -	30	0	0	30
a	Kickoff Meeting Data Development Meetings	\$ 9,300.00	\$ -	30			30
b		\$ -	\$ -				
c		\$ -	\$ -				
4 - Develop a GIS database with integrated project attributes with metadata meeting current FGDC CSDGM Metadata standards		\$ 48,995.00	\$ -	35	80	80	200
a	Esri Geodatabase and Data Import	\$ 15,135.00	\$ -	10	15	15	80
b	GIS Data Development	\$ 18,250.00	\$ -	15	25	25	80
c	Detailed Metadata Update	\$ 15,610.00	\$ -	10	40	40	40
		\$ -	\$ -				
		\$ -	\$ -				
5 - Coordinate with the Parish GIS staff to develop ArcGIS Enterprise Portal (AEP) content that allows the Parish and STLDCD to access the spatial data. Portal for ArcGIS is a component of ArcGIS Enterprise that allows to share maps, scenes, apps, and other geographic information with other people in the organization. Parish GIS staff will lead the development of interface within the Parish ArcGIS Enterprise portal and the Neel-Schaffer team will provide assistance as needed by the Parish staff.		\$ 11,736.00	\$ -	8	24	24	40
a	Coordinate with the Parish GIS staff to develop AEP content	\$ 11,736.00	\$ -	8	24	24	40
b	Coordinate with Parish GIS staff to develop Public Facing AEP	\$ -	\$ -				
		\$ -	\$ -				
		\$ -	\$ -				
2 - Kick-off meeting to discuss project goals, objectives and confirm the Project Team's approach and deliverables.		\$ 9,300.00	\$ -	30	0	0	30
4 - Develop a GIS database with integrated project attributes with metadata meeting current FGDC CSDGM Metadata standards		\$ 48,995.00	\$ -	35	80	80	200
5 - Coordinate with the Parish GIS staff to develop ArcGIS Enterprise Portal (AEP) content that allows the Parish and STLDCD to access the spatial data. Portal for ArcGIS is a component of ArcGIS Enterprise that allows to share maps, scenes, apps, and other geographic information with other people in the organization. Parish GIS staff will lead the development of interface within the Parish ArcGIS Enterprise portal and the Neel-Schaffer team will provide assistance as needed by the Parish staff.		\$ 11,736.00	\$ -	8	24	24	40
TOTALS		\$ 70,031.00	\$ -	73	104	104	270
Total Labor and Expenses		\$ 70,031.00					

Task I - Collection and Organization of Existing Flood Control Assets and Project Data
Neel-Schaffer Inc. Manhours

4/24/2018

Project Summary						
JV Burkes - Task I	Labor Costs	Direct Expenses/ Subconsultants	Sr. Professional Engineer	Professional Engineer I	CAD Tech I	Administrative / Clerical I
Work Defined In Project Definition Package	Hourly Rates (\$)		165.00	100.00	65.00	35.00
	Totals	Totals				
1 - Access, review, catalog, & report information that currently is available in Eastern Region.	\$ 8,825.00	\$ -	10	40	10	15
a Access, review, catalog, & report information that currently is available.	\$ 8,825.00	\$ -	10	40	10	15
3 - Meet with Parish, local, state & Federal personnel, to review and compile all major flood control assets, completed, current, and future projects for eastern region	\$ 24,320.00	\$ -	24	120	120	16
a Meet with Parish and local, personnel, to review and compile all major flood control assets, completed, current, and future projects	\$ 24,320.00	\$ -	24	120	120	16
1 - Access, review, catalog, & report information that currently is available in Eastern Region.	\$ 6,825.00	\$ -	10	40	10	15
3 - Meet with Parish, local, state & Federal personnel, to review and compile all major flood control assets, completed, current, and future projects for eastern region	\$ 24,320.00	\$ -	24	120	120	16
TOTALS	\$ 31,145.00	\$ -	34	160	130	31
Total Labor and Expenses	\$ 31,145.00					

Project Summary							
Eustis Engineering - Task 1	Labor Costs		Engineering Manager (Dom)	Project Manager (Stereo)	Engineering Intern I	CAD Tech I	Administrative/Clerical I
	Hourly Rates (\$)	Direct Expenses/ Subconsultants					
Work Defined in Project Definition Package		Totals	181.86	145.58	90.00	66.48	60.00
1 - Access, review, catalog, & report information that currently is available.	\$ 12,568.78	\$ -	5	10	93	16	12
a Access, review, catalog, & report geotechnical information that currently is available	\$ 12,568.78	\$ -	5	10	93	16	12
1 - Access, review, catalog, & report information that currently is available.	\$ 12,568.78	\$ -	5	10	93	16	12
Total Labor and Expenses		\$ 12,568.78					