

PARISH OF ASCENSION



REQUEST FOR PROPOSALS

FOR

**FLOOD CONTROL MAINTENANCE AND PROJECT SERVICES:
MARVIN BRAUD, HENDERSON BAYOU, SORRENTO PUMPING STATIONS &
ADJACENT FLOOD CONTROL EQUIPMENT
PARISH PROJECT NO. PM-22-06-002**

AUGUST 18, 2022

1. GENERAL INFORMATION

1.1. Purpose

The Parish of Ascension East Ascension Consolidated Gravity Drainage District 1 (**District**) desires to have a unit price-based contract for their three (3) drainage pump stations and the Ascension Parish floodgates:

- Marvin Braud
- Henderson Bayou
- Sorrento
- Parish Floodgates (i.e. Fish Bayou and Frog Bayou within the Parish as well as any supporting equipment within each pumping station and flood control basin in the Parish)

Toward this effort, we are seeking to engage a company(s) to provide professional services in mechanical, electrical, testing and inspection services to support our pumping stations and associated equipment during the year.

1.2. Background

The pumping stations have experienced several different types of failures and the repair/replacement process currently in place delays such work activities for a considerable amount of time, which reduces the pumping stations capabilities and protection services.

1.3. Scope of Services

The **District** is soliciting professional service proposals for mechanical, electrical, Inspection and testing work as required for their three (3) drainage pump stations and the Parish floodgates: Marvin Braud, Henderson Bayou, Sorrento, and the Parish floodgates (i.e. Fish Bayou and Frog Bayou within the Parish as well as any supporting equipment within each pumping station and flood control basin in the Parish).

The scope of this work is for the equipment at the pumping stations or associated locations (i.e.) pumps, motors, buildings, structural, piping, electrical devices, etc. Work may also be issued through task order for installation, maintenance, and repairs of parish rain gauges throughout each basin as well as dams, weirs, or other flood control structures or devices. The selected firm or firms shall provide the Parish with a detailed unit price-based rate sheet for their labor services. Material and equipment will be according to the table provided. All technical information will be provided to the successful bidder(s), which refers to equipment manuals, operating manuals and technical information as required.

The contract will be on fixed fee unit priced basis with payment terms provided by the owner with the selected contractor.

The services provided will include:

- (1) The contractor shall provide an all-inclusive hourly rate for each level of personnel and in each service as per the unit rate sheets provided
- (2) These rates will have mark ups included for (i.e.) administration, billing, overhead, consumables, etc.
- (3) All contractor owned equipment over the value of \$1,500.00 required for the work should also be included in the unit price hourly rate sheet
- (4) Materials that remain on the site will be considered reimbursable and be marked up per the rate table provided in this bid package
- (5) Materials that do not remain onsite such as rags, buckets, gloves, cleaners, etc. are considered consumables and will be in the contractor's hourly rate
- (6) Rental equipment required on the job will be included as per the rental table provided in this bid package
- (7) Any subcontracts required outside the unit price-based rate sheet will also be marked up with a set mark-up given in this bid package
- (8) The owner will also have the right to provide equipment and subcontract services for the contractor as decided by the owner
- (9) The contractor shall provide daily time sheets with duplicates signed daily by the owner's representative daily
- (10) The timesheet shall contain the craft, the position of each personnel (ie.) Supervisor, Foreman, Mechanic A, Helper, Laborer, etc. and total hours worked on the task for each entry. It will also contain the equipment hours used, hourly rate and totaled for each piece of equipment. The Parish will provide engineering services for the contractor on as needed basis

1.4. Qualifications

The selected firm shall meet the following recommended qualifications:

- Must hold a Louisiana State Contractor License
- The company shall have a minimum 5 years' experience with similar pieces of equipment
- The craftsmen shall have a minimum 5 years' experience with similar pieces of equipment

2. ADMINISTRATIVE INFORMATION

2.1. Term of Contract

The period of any contract resulting from this Request for Proposal (RFP) is tentatively scheduled to begin following conclusion of Parish evaluation, selection and negotiation and to continue for the duration of two (2) years from the date the contractor is issued a notice

to proceed. The Parish does reserve the right to discontinue a contract at any time and at their discretion.

2.2. RFP Inquiries

Written questions regarding RFP requirements or Scope of Services must be submitted to:

Ascension Parish Purchasing Department

Email: Purchasing@apgov.us

The Parish will consider written inquiries and requests for clarification of the content of this RFP received from potential respondents. Written inquiries must be received by 4:00 p.m. CST on the date specified in the Schedule of Events (2.3). The Parish reserves the right to modify the RFP should a change be identified that is in the best interest of the Parish.

Official responses to all questions submitted by potential respondents will be available by September 29, 2022 will be posted at that time at <http://www.centrauctionhouse.com>. Only the RFP coordinator has the authority to officially respond to respondent's questions on behalf of the Parish. Any communications from any other individuals will not be binding on the Parish.

2.3. Schedule of Events

| <u>EVENT</u> | <u>DATE & TIME (CST)</u> |
|---|--|
| Advertise RFP | September 15, 2022 September 22, 2022 September 29, 2022 |
| Deadline for receipt of written inquiries | September 22, 2022 @ 4:00 p.m. |
| Issue responses to written inquiries | September 29, 2022 @ 4:00 p.m. |
| Deadline for receipt of Proposals | October 20, 2022 @ 3:00 p.m. |

Upon receipt of qualification packages, a selection committee will be formed and hold a public meeting.

The selection committee will determine, and recommend to the Council, the winning SOQ. Qualification under this RFQ does not guarantee any respondent's selection to provide services.

3. RESPONSE INFORMATION

3.1. RFP Addenda

Parish reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time.

3.2. Waiver of Administrative Informalities

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

3.3. Proposal Rejection/RFP Cancellation

Issuance of this RFP in no way constitutes a commitment by the Parish to award a contract.

The Parish reserves the right to accept or reject, in whole or part, all offers submitted and/or cancel this announcement if it is determined to be in the Parish's best interest.

3.4. Withdrawal of Qualification Statement

A respondent may withdraw a submitted proposal submitted at any time up to the date and time the offer is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

3.5. Subcontracting Information

The Parish shall have a single prime contractor as the result of any successful contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFP and Proposals. This general requirement notwithstanding, respondents may enter into subcontractor arrangements, however, they must acknowledge in their offers total responsibility for the entire contract.

If the respondent intends to subcontract for portions of the work, the respondent must identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the respondent under the terms of this RFP is also required for each subcontractor.

Unless provided for in the contract with the Parish, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the Parish.

3.6. Ownership of Proposals

All materials submitted in response to this request shall become the property of Parish. Selection or rejection of an offer does not affect this right.

3.7. Proprietary Information

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the offer and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any offer marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

3.8. Cost of Preparing Proposals

The Parish shall not be liable for any costs incurred by respondents prior to issuance of or entering into a contract. Costs associated with developing the offer, preparing for oral presentations, and any other expenses incurred by the respondent in responding to this RFP are entirely the responsibility of the respondent and shall not be reimbursed in any manner by the Parish.

3.9. Errors and Omissions in Proposal

The Parish will not be liable for any errors in proposals. The Parish reserves the right to make corrections or amendments due to errors identified in offers by Parish or the respondent. The Parish, at its option, has the right to request clarification or additional information from the respondent.

3.10. Contract Award and Execution

The Parish reserves the right to contract for all or a partial list of services described in this RFP. The selected respondent shall be expected to enter into a contract that is substantially the same as the sample contract included in Attachments. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected respondent.

If the contract negotiation period exceeds 30 days or if the selected respondent fails to sign the final contract within 30 business days of delivery, the Parish may elect to abrogate the selection.

3.11. Code of Ethics

Respondent are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues.

4. RESPONSE INSTRUCTIONS

4.1. Response Submission

Firms/individuals who are interested in providing services requested under this RFP must submit six copies of the information specified in this section. The information shall be received in hard copy (printed) version by: **Ascension Parish Government, Purchasing Department, 116 East Worthy Street, Gonzales, LA 70737** on or before 4:00p.m. Central Standard Time on the date specified in the Schedule of Events. **Electronic submittals are permitted via <http://www.centralauctionhouse.com/rfp.php?cid=69>, however (6) hard copies must still be submitted within 24 hours of the Proposal submission deadline**

Proposal packages must be delivered at the proposer's expense. FAX or e-mail submissions are not acceptable. Respondents mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. It is solely the responsibility of each respondent to ensure that their offer is delivered at the specified place prior to the deadline for submission. Offers received after the deadline will not be considered.

At least one copy of the proposal should contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation. The copy of the offer with original signatures will be retained for incorporation in any contract resulting from this RFP. Please notate the word "ORIGINAL" in bold letters or stamp on the front cover of the document which contains the original signatures.

4.2. Certification Statement

The respondents must sign and submit the Certification Statement (see attachments).

5. PROPOSAL SUBMISSION FORMAT

Responses should be prepared providing a straightforward and concise description of the firm's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Responses should be submitted in letter size (8-1/2"-11") format with a type font of Times-Roman or similar and a minimum font size of 12 points. Responses should follow the format and order of presentation described below. Standard

Form APG-1001 must be utilized in order for a submittal to be considered. A copy of standard Form APG-1001 in Word format as well as instructions for completing that form are available for download from the Ascension Parish website at: <http://www.ascensionparish.net>

➤ **Project Title and Number**

The following project title shall be used for this submittal:

“East Ascension Consolidated Gravity Drainage District 1 Flood Control Services Contract”

The project number assigned to this work is as follows:

Parish Project Code: PM-22-06-002

➤ **Specialized Knowledge**

In addition to all other requested information, the following must be included in all responses under section 13 of standard form APG-1001.

➤ **Fee Offer - Please attach a fee schedule that includes the following items:**

A unit price-based fee to include all described services. The hourly rates shall be inclusive of costs and expenses, subcontract services be billed separately.

6. EVALUATION AND SELECTION

6.1. Evaluation Team

The evaluation of responses will be accomplished by an evaluation team, to be designated by the Parish, which will determine the response most advantageous to the Parish, taking into consideration all evaluation factors set forth in the RFP.

6.2. Administrative and Mandatory Screening

All responses will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Responses that are not in compliance will be rejected from further consideration.

6.3. Evaluation and Review

Responses will be evaluated based on information provided in the Proposal. The Evaluation Team will evaluate and score the responses using the criteria and scoring as listed in the attached Score Card (See Attachments). The most qualified competitor will be selected, subject to negotiation of fair and reasonable compensation.

6.4. Announcement of Contractor

The Parish will notify the successful responder(s) and proceed to negotiate terms for final contract. Unsuccessful respondents will be notified in writing accordingly. The award of a contract is subject to the approval of the Ascension Parish Council.

7. SUCCESSFUL CONTRACTOR REQUIREMENTS

7.1. Corporation Requirements

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana.

If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

7.2. Monthly Invoices

Certified itemized invoices to the Parish for the payment of these services shall be submitted monthly by the contractor with all documents signed by the owner's representative.

7.3. Confidentiality

All financial, statistical, personal, technical and other data and information relating to the Parish's operation which are designated confidential by the Parish and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the Parish. The identification of all such confidential data and information as well as the Parish's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the Parish in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the Parish to be adequate for the protection of the Parish's confidential information, such methods and procedures may be used, with the written consent of the Parish, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of the Parish.

LOUISIANA UNIFORM PUBLIC WORK BID FORM
UNIT PRICE FORM

**LOUISIANA UNIFORM PUBLIC WORK BID FORM
UNIT PRICE FORM**

TO:
*Ascension Parish Government
P.O. Box 2392
Gonzales, Louisiana 70707*

BID FOR:
**DPW Service Contract
Mechanical Services
PM-22-06-002**

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

| | | | |
|------------------------------|---|--------------|---|
| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ MECHANICAL PERSONNEL | | |
| REF. DESCRIPTION. | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| MECHANICAL SUPERVISOR | 1 | | |

| | | | |
|---------------------------|---|--------------|---|
| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ MECHANICAL PERSONNEL | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| MECHANICAL FOREMAN | 1 | | |

| | | | |
|----------------------------|---|--------------|---|
| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ MECHANICAL PERSONNEL | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| MECHANICAL MECHANIC | 1 | | |

| | | | |
|--------------------------|--|--------------|---|
| DESCRIPTION: | X <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ MECHANICAL PERSONNEL | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| MECHANICAL HELPER | | | |

| | | | |
|-------------------------|--|--------------|---|
| DESCRIPTION: | X <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ MECHANICAL PERSONNEL | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| MECHANICAL LABOR | | | |

Wording for "DESCRIPTION" is to be provided by the Owner
All quantities are estimated. The contractor will be paid upon actual quantities as verified by Owner.

**LOUISIANA UNIFORM PUBLIC WORK BID FORM
UNIT PRICE FORM**

TO:
*Ascension Parish Government
P.O. Box 2392
Gonzales, Louisiana 70707*

BID FOR:
**DPW Service Contract
Electrical Services
PM-18-04-006**

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

| | | | |
|------------------------------|---|--------------|---|
| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ ELECTRICAL PERSONNEL | | |
| REF. DESCRIPTION. | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| ELECTRICAL SUPERVISOR | 1 | | |

| | | | |
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| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ ELECTRICAL PERSONNEL | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| ELECTRICAL FOREMAN | 1 | | |

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|----------------------------|---|--------------|---|
| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ ELECTRICAL PERSONNEL | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| ELECTRICAL MECHANIC | 1 | | |

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| DESCRIPTION: | <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ ELECTRICAL PERSONNEL | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| ELECTRICAL HELPER | 1 | | |

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| DESCRIPTION: | <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ ELECTRICAL PERSONNEL | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| | | | |

Wording for "DESCRIPTION" is to be provided by the Owner
All quantities are estimated. The contractor will be paid upon actual quantities as verified by Owner.

LOUISIANA UNIFORM PUBLIC WORK BID FORM
UNIT PRICE FORM

TO:
Ascension Parish Government
P.O. Box 2392
Gonzales, Louisiana 70707

BID FOR:
DPW Service Contract
Inspection Services
PM-18-04-006

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

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| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ INSPECTION PERSONNEL | | |
| REF. DESCRIPTION. | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| INSPECTION SUPERVISOR | 1 | | |

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| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ INSPECTION PERSONNEL | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| INSPECTION FOREMAN | 1 | | |

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| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ INSPECTION PERSONNEL | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| INSPECTION MECHANIC | 1 | | |

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| DESCRIPTION: | <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ INSPECTION PERSONNEL | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| INSPECTION HELPER | 1 | | |

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| DESCRIPTION: | <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ INSPECTION PERSONNEL | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
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Wording for "DESCRIPTION" is to be provided by the Owner
All quantities are estimated. The contractor will be paid upon actual quantities as verified by Owner.

LOUISIANA UNIFORM PUBLIC WORK BID FORM
UNIT PRICE FORM

TO:
Ascension Parish Government
P.O. Box 2392
Gonzales, Louisiana 70707

BID FOR:
DPW Service Contract
Testing Services
PM-18-04-006

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

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| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ TESTING PERSONNEL | | |
| REF. DESCRIPTION. | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| TESTING SUPERVISOR | 1 | | |

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| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ TESTING PERSONNEL | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| TESTING FOREMAN | 1 | | |

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| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ TESTING PERSONNEL | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| TESTING MECHANIC | 1 | | |

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| DESCRIPTION: | <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ TESTING PERSONNEL | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| TESTING HELPER | 1 | | |

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| DESCRIPTION: | <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ TESTING PERSONNEL | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| | | | |

Wording for "DESCRIPTION" is to be provided by the Owner
All quantities are estimated. The contractor will be paid upon actual quantities as verified by Owner.

**LOUISIANA UNIFORM PUBLIC WORK BID FORM
UNIT PRICE FORM**

TO:
*Ascension Parish Government
P.O. Box 2392
Gonzales, Louisiana 70707*

BID FOR:
**DPW Service Contract
Company Owned Equipment Rates
PM-18-04-006**

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

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| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ EQUIPMENT | | |
| REF. DESCRIPTION. | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
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| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ EQUIPMENT | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
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| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ EQUIPMENT | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
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| DESCRIPTION: | <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ EQUIPMENT | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
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| DESCRIPTION: | <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # ___ EQUIPMENT | | |
| REF. DESCRIPTION | QUANTITY: | HOURLY RATE: | UNIT PRICE EXTENSION (<i>Quantity times Unit Price</i>) |
| | | | |

Wording for "DESCRIPTION" is to be provided by the Owner
All quantities are estimated. The contractor will be paid upon actual quantities as verified by Owner.

Material and Equipment Mark-Up Guidelines

Material Mark-Up's will be according to the table below.

| | | | |
|-----------------------------|---|--------------|---|
| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # MATERIAL | | |
| MATERIAL VALUE RANGE | MARK-UP PERCENTAGE: | NON-TAXABLE: | DELIVERY AND SHIPPING COST ARE PART OF THE MATERIAL COST. |
| \$1.00 - \$10,000.00 | 15% | X | X |

| | | | |
|----------------------------------|--|--------------|---|
| DESCRIPTION: | <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # MATERIAL | | |
| MATERIAL VALUE RANGE | MARK-UP PERCENTAGE: | NON-TAXABLE: | DELIVERY AND SHIPPING COST ARE PART OF THE MATERIAL COST. |
| \$10,001.00 - \$50,000.00 | 10% | X | X |

| | | | |
|-------------------------------------|--|--------------|---|
| DESCRIPTION: | <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # MATERIAL | | |
| MATERIAL VALUE RANGE | MARK-UP PERCENTAGE: | NON-TAXABLE: | DELIVERY AND SHIPPING COST ARE PART OF THE MATERIAL COST. |
| \$50,001.00 – CONTRACT LIMIT | 5% | X | X |

Equipment Mark-up's will be according to the table below

| | | | |
|-------------------------|--|--------------|---|
| DESCRIPTION: | <input checked="" type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # EQUIPMENT | | |
| COMPANY OWNED EQUIPMENT | MARK-UP PERCENTAGE: | NON-TAXABLE: | DELIVERY AND SHIPPING COST ARE PART OF THE# EQUIPMENT COST. |
| CONTRACT RATES | X | X | X |

| | | | |
|-----------------------------|---|--------------|--|
| DESCRIPTION: | <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # # EQUIPMENT | | |
| THIRD PARTY BARE RENTAL | MARK-UP PERCENTAGE: | NON-TAXABLE: | DELIVERY AND SHIPPING COST ARE PART OF THE EQUIPMENT COST. |
| RENTAL RATE + REFUEL | 10% | X | X |

| | | | |
|-----------------------------------|---|--------------|--|
| DESCRIPTION: | <input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt. # # EQUIPMENT | | |
| THIRD PARTY MAINTAINED & OPERATED | MARK-UP PERCENTAGE: | NON-TAXABLE: | DELIVERY AND SHIPPING COST ARE PART OF THE EQUIPMENT COST. |
| RENTAL RATE | 5% | X | X |

8. ATTACHMENTS

8.1. ATTACHMENT A: SAMPLE SCORE CARD

Ascension Parish Professional Selection Committee Federal Grant Score Card

Date of Meeting: _____

Firm Name: _____

| SCORECARD FACTORS | Weight | Max Total |
|---|----------|--------------|
| Firm/Team Qualifications and Experience <ul style="list-style-type: none"> • Firm/Team shall be evaluated based on project specific experience and resources • Primary focus should be on Prime Consultants Experience; however, the other team members must be considered. | 0-25pts | |
| Key Personnel Qualifications and Experience <ul style="list-style-type: none"> • Specific Personnel Experience with Similar Projects must be considered • While Firm Principals are listed, they traditionally have little involvement in the design; Emphasis should be placed on the Project Managers and Project Engineers/Architects. | 0-25 pts | |
| Project Experience <ul style="list-style-type: none"> • Consideration must be given to Firms/Teams that can show experience with State/Federal regulations, codes, policies, procedures and standards to successfully facilitate project completion and familiarity with government operations in general at parish/county or municipal levels. Letters or other documentation of successfully implementing projects or programs are acceptable. | 0-10 pts | |
| Proposal/Understanding <ul style="list-style-type: none"> • Firm/Teams RFQ should identify understanding of project scope, the past work experience for both the firm and personnel should properly reflect project scope and user agency specifications. | 0-5 pts | |
| Compatibility (firm size versus project size) <ul style="list-style-type: none"> • Consideration for the size of the firm and available key personnel must be considered relative to the size of the project. This must be evaluated concurrently with the firm's current workload. | 0-5pts | |
| Current Work Load <ul style="list-style-type: none"> • Number and size of projects currently under contract must be considered in relation to available staff. | 0-10 pts | |
| Past Performance <ul style="list-style-type: none"> • Points will be awarded based on letters or other documentation of successfully implementing projects or programs are acceptable; special capabilities to accomplish this scope of work; ability to meet deadlines and budgets; and quality of work. | 0-5 pts | |
| Special Conditions/Requirements Specified in RFQ/RFP <ul style="list-style-type: none"> • As specified in Section 5 of the RFQ/RFP | 0-10 pts | |
| 95pts TOTAL | | |

Committee Member

Committee Member

Date

8.2. ATTACHMENT B: CERTIFICATION STATEMENT

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Qualifications (RFQ) or Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. The Ascension Parish Government (Parish) requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the contact name and fill in the information below: (Print Clearly)

Date: _____ Official Contact Name: _____

A. E-mail Address: _____

B. Facsimile Number: (_____) _____

C. US Mail Address: _____

Proposer certifies that the above information is true and grants permission to the Parish or Agencies to contact the above-named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFQ/RFP is accurate;
2. Proposer complies with each of the mandatory requirements listed in the RFQ/RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFQ/RFP.
4. Proposer's quote is valid for at least 90 days from the date of proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have 30 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature of Proposer's Authorized Representative

Date

8.3. ATTACHMENT C: SAMPLE MASTER CONTRACT

MASTER TASK-ORDER CONTRACT
for
FLOOD CONTROL SUPPORT

BE IT KNOWN that on this ____ day of _____, 2022,

East Ascension Consolidated Gravity Drainage District No.1, by and through the Office of the Parish President (hereinafter sometimes referred to as the "Parish"), as approved by Resolution adopted by the Parish Council of Ascension

And

_____, qualified to do and doing business in this State and Parish (hereinafter referred to as "Provider") and authorized to enter into this contract;

do hereby enter into contract under the following terms and conditions:

NOTE: This Contract or Agreement governs the relationship and rights between the Parties. While there may be other Documents (for example, General Conditions) which might exist between the Parties, those documents **do not** control in the event or to the extent that there is any conflict or contradiction with the terms of this Agreement or Contract. In the event that there is any conflict between the terms of this Agreement/Contract and any other document between the parties, **THE PARTIES AGREE THAT THIS AGREEMENT/CONTRACT SHALL CONTROL AND GOVERN.**

1. SCOPE OF SERVICES

- A. As this is a Task Order contract, individual Tasks will be given to the Provider throughout the term of the contract. Compensation for each Task will be negotiated and agreed to prior to the issuance of a Notice to Proceed. Each Task shall be considered a separate and distinct project pursuant to La. R.S. 38:2211 et. seq. All conditions and requirements of the Louisiana Public Works Act shall be met for each task.
- B. The total budget allowance for **Project & Maintenance Services – Marvin Braud, Henderson Bayou & Sorrento Pumping Stations and Adjacent Equipment** for the East Ascension Drainage Department for the term of this contract is not to exceed **\$2,000,000.00**. The cost for each task shall be determined in conjunction with the schedule of costs attached hereto as Exhibit A.
- C. Task Orders or written proposals shall be attached hereto as an Exhibit and made a part hereof as if written herein in full. All work shall be under the direction of Dean Thomason, hereinafter called the Project Manager, and all plans, specifications, and the like shall be submitted to him, and all approvals and administration of this contract shall be through him.

2. TERM OF CONTRACT

- A. Unless otherwise provided or renewed by the East Ascension Consolidated Gravity Drainage District, this agreement shall have a term of two (2) years, beginning on the date of the Parish President's signature.

- B. The Work will be substantially completed as determined within the individual task orders issued by the Project Manager.
- C. The Notice to Proceed shall be issued within thirty (30) days from the execution of this contract unless the Owner or Owner's representative and the Contractor agree in writing to another specified date.
- D. This construction contract shall remain in full force and effect until all work has been completed and accepted by OWNER and all payments required to be made to the Contractor.
- E. However, this contract may be terminated for any of the following:
 - 1. As per the terms and conditions of Paragraph 12 and/or
 - 2. As per operation of law, and/or
 - 3. As per agreement between the parties, and/or
 - 4. As per the Parish Charter.

3. PROJECT SCHEDULE

- A. CONTRACTOR shall submit and strictly adhere to a project construction schedule throughout the allocated contract and associated time frame. CONTRACTOR is aware that OWNER may have a representative at each site where WORK is being performed and that CONTRACTOR need to coordinate with the OWNER'S REPRESENTATIVE or PROJECT MANAGER where Work on the CONTRACT will be performed. CONTRACTOR will coordinate with the OWNER'S REPRESENTATIVE by strictly following the project construction schedule or Progress Schedule. OWNER recognizes and understands that changes in project construction schedule or Progress Schedule may become necessary during the project. However, in the event of any such change, the CONTRACTOR shall notify the OWNER'S REPRESENTATIVE **in writing** of a proposed change. Said written notice shall be provided at least 12 hours prior to the revised construction activity. Said notice shall be provided by emailing notice of change to dean.thomason@apov.us and other contacts including testing company as needed that is a team member for the project.
- B. Should the CONTRACTOR fail to timely notify the OWNER'S REPRESENTATIVE of such change, the OWNER'S REPRESENTATIVE will document the CONTRACTOR'S failure to notify of the change in work and SHALL assess stipulated damages as follows. For EACH failure to notify the OWNER'S REPRESENTATIVE of any change in the project construction schedule or Progress Schedule, the CONTRACTOR AGREES TO PAY **\$150.00 per failure to notify the OWNER'S REPRESENTATIVE**. CONTRACTOR agrees that these stipulated damages reflect the lost time, manpower, and mileage incurred by OWNER attempting to locate the CONTRACTOR where a change in schedule occurs and the required notice was not provided. CONTRACTOR further agrees **that said amount shall be paid** by directly reducing the amount of monthly invoices/pay applications by the amount of penalties issued. The Penalty fees shall be itemized on monthly invoices.

4. PAYMENT PROCEDURES

- A. Invoices for services shall be submitted by CONTRACTOR to the FINANCE DEPARTMENT for review and approval:

Ascension Parish Government
P.O. Box 2392

- B. Progress Payments. OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR'S Invoice as recommended by PROJECT MANAGER, once each month. Payment will be made on work that has been installed, inspected, tested, verified, and done so to the satisfaction of the Owner or Owners Representative.
- C. **Fuel or Asphalt/Concrete Adjustments.** There shall be NO adjustments for prices or costs of any fuel or asphalt/concrete on this project, arising out of the work on this project/contract, or arising out of this contract. Further, the CONTRACTOR hereby waives any price adjustment for fuel or asphalt/concrete or the ability or right to request any price adjustment for fuel or asphalt/concrete. Particularly, the Louisiana DOTD provisions (or any such or similar provisions by any other third party) pertaining to or related to fuel or asphalt/concrete adjustments are not part of this contract, are not incorporated by reference or otherwise in this Contract, and shall not apply in any form or fashion to the contract. Any language in this Contract which implies that the CONTRACTOR may obtain an adjustment in price for fuel or asphalt/concrete in hereby to be interpreted that CONTRACTOR shall **not** receive any such adjustment. CONTRACTOR shall not assert that any language in the CONTRACT creates any vagueness or ambiguity in the CONTRACT entitling CONTRACTOR to price adjustments for fuel or asphalt/concrete. CONTRACTOR hereby waives any right or ability to request any price adjustment for fuel or asphalt/concrete and CONTRACTOR shall **not** submit any request for any change in price for fuel or asphalt/concrete adjustments to the OWNER in any form.
- D. Final Payment. Upon final completion and acceptance of Work, OWNER shall pay the remainder of the Contract Price as recommended by PROJECT MANAGER.
- E. There shall be no fees charged by, nor paid to, CONTRACTOR for consultation with the Parish.
- F. CONTRACTOR hereby agrees that the responsibility for payment of taxes or the exemption from the funds thus received under this agreement shall be said CONTRACTOR'S obligation and identified under the Federal Tax Identification Number as listed in the Scope.
- G. The Parish agrees to make payment to CONTRACTOR for services upon receipt and approval of each invoice. The Parish will pay CONTRACTOR the amount due and payable within thirty (30) days or 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, the Parish may withhold payment of any invoice until a successful and satisfactory resolution can be had between the parties. Parish agrees to not unreasonably withhold payments of any invoice.
- H. Other than the fee schedule herein, there will be absolutely no additional fees due CONTRACTOR 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.

5. CONTRACTOR'S REPRESENTATIVES

To induce OWNER to enter into this Agreement, CONTRACTOR makes the following representations:

- A. CONTRACTOR is familiar with the nature and extent of the Contract Documents. Work site, locality and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.
- B. CONTRACTOR has reviewed and checked all information and data shown or indicated on the Contract Documents with respect to existing Underground Facilities. No additional examinations, investigations, explorations, tests, reports, studies, or similar information or data in respect of said Underground Facilities are or will be required by CONTRACTOR in order to perform and furnish the Work at the Contract Price, within the Contract Time and in accordance with the other terms and conditions of the Contract Documents.
- C. CONTRACTOR has correlated the results of all such observations, examinations, investigations, explorations, tests, reports, and studies with the terms and conditions of the Contract Documents.
- D. CONTRACTOR has given Owner/Owners Representative written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract Documents and the written resolution thereof by Owner/Owners Representative is acceptable to CONTRACTOR.

6. **CONTRACT DOCUMENTS**

The Contract Documents which comprise of the contract between OWNER and CONTRACTOR, attached hereto and made a part hereof, consist of the documents listed in Table of Contents, and the documents identified below.

- a. Agreement
- b. Notice to Proceed/Task Order

7. **CONTRACTOR DOCUMENTS**

- A. The CONTRACTOR shall also furnish sufficient as-built sets of plans, specifications & contract document.
- B. All data collected by the CONTRACTOR and all documents, notes, drawings, tracings, and files shall remain the property of the Owner except as otherwise provided herein. The CONTRACTOR shall furnish to the PROJECT MANAGER originals of any project documents used in completion of the project or in any way related to this project to the Project Manager.
- C. The Owner shall furnish without charge all standard plans and specifications and any other information which the Owner now has in its files which may be of use to the CONTRACTOR. CONTRACTOR has the duty to and must confirm and verify all information contained therein.
- D. Construction Documents. The CONTRACTOR shall use the most current versions of the standard forms of documents adopted and specified by the Owner 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 Owner are or will become the property of the CONTRACTOR but shall remain the property of the Owner to the extent the Owner has a property interest therein.
- E. Notwithstanding any Section hereinafter, there will be retention of all related records:

- (1) All records, reports, documents and other material delivered or transmitted to CONTRACTOR by Parish

shall remain the property of Parish, and shall be returned by CONTRACTOR to Parish, at CONTRACTOR'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 CONTRACTOR in connection with the performance of the services contracted for herein shall become the property of Parish, and shall be returned by CONTRACTOR to Parish, at CONTRACTOR'S expense, at termination or expiration of this contract.

- (2) The Parish and CONTRACTOR acknowledge and agree that the Parish has the right to review retain all records, reports, worksheets or any other material of either party related to this contract. CONTRACTOR further agrees that CONTRACTOR will furnish to the Parish copies of any and all records, reports, worksheets, bills, statements or any other material of CONTRACTOR or Parish related to this contract.
- (3) CONTRACTOR 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) CONTRACTOR 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 in accordance with state law, except as follows:

- (a) Records that are subject to Federal Funds and/or audit findings shall be retained for three (3) years after such findings have been resolved and close out has been issued.

- (b) All such records and supporting documentation shall be made readily available for inspection, copying or audit by representatives of the Parish. In the event the CONTRACTOR 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.

- (c) The State of Louisiana, the Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the Consultant which are directly pertinent to this specific contract, for the purpose of audits, examinations, and making excerpts and transcriptions. All records connected with this contract will be maintained in a central location by the unit of local government and will be maintained for a period of three (3) years from the official date of the State's final closeout of the grant.

- (d) The State Legislative auditor, DHS-OIG, FEMA and federal auditors shall have the option to audit all accounts directly pertaining to the contract for a period of three (3) years from the date of final payment or as required by applicable State and Federal Law. Records shall be made available during normal working hours for this purpose.

Access to Records. The following access to records requirements apply to this contract:

- 1) The contractor agrees to provide GOHSEP, Agency/Parish/City/Town, the FEMA Administrator, the Comptroller General of the United States, or any of their

authorized representatives access to any books, documents, papers, records or the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpt and transcriptions as reasonably needed.

3) The Contractor agrees to provide the FEMA Administrator or his authorized representative's access to construction or other work sites pertaining to the work being completed under the contract.

F. In the event there is re-use of any documents created by CONTRACTOR, CONTRACTOR invokes the privileges afforded it as per LA. Revised Statute R.S. 38:2317.

G. The Parish agrees not to use CONTRACTOR'S work product on any other project without the express written notice to the CONTRACTOR.

H. All of CONTRACTOR'S pre-existing or proprietary computer programs, software, information, standard details or material developed by CONTRACTOR outside of this agreement shall remain the exclusive property of the CONTRACTOR.

8. NON-ASSIGNABILITY

A. CONTRACTOR shall not assign nor transfer any interest in this contract (whether by assignment or novation) without prior written consent of the Parish, provided however, that claims for money due or to become due to the CONTRACTOR 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.

B. No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation moneys that may become due and moneys that are due may not be assigned without consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

C. OWNER and CONTRACTOR each binds itself, its partners, successors, assigns and legal representative to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

9. BUDGET LIMITATION

A. It is the responsibility of the CONTRACTOR to advise the Parish in advance if contract funds or contract terms may be insufficient to complete contract objectives. CONTRACTOR 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 CONTRACTOR has no control over costs and price of labor, equipment or materials or over the general CONTRACTOR'S method of pricing, and that the opinion of probable costs provided herein are made on the basis of the CONTRACTOR'S qualifications and experience.

- B. 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.

10. INSURANCE

- A. The CONTRACTOR shall secure and maintain at its expense such insurance that will protect it and the Parish from claims under the Workmen's Compensation Acts and from claims for bodily injury, death or property damage which may arise from the performance of services under this agreement. All certificates of insurance shall be furnished to the Parish and shall provide that insurance shall not be canceled without thirty (30) days prior notice of cancellation given to the Parish of Ascension, in writing, on all of the required coverage provided to Ascension Parish. Where possible, all policies and notices should name the CONTRACTOR and Parish. The Parish may examine the policies at any time.
- B. All policies and certificates of insurance shall contain the following clauses:
 - 1. The CONTRACTOR'S insurers will have no right of recovery or subrogation against the Parish of Ascension, it being the intention of the parties that the insurance policy so affected shall protect both parties and be the primary coverage for any and all losses covered by the below described insurance.
 - 2. The Parish of Ascension shall be named as additional named insured with respect to automobile and general liability.
 - 3. The insurance companies issuing the policy or policies shall have no recourse against the Parish of Ascension for payment of any premiums or for assessments under any form of policy.
 - 4. Any and all deductible in the described insurance policies shall be assumed by and be at the sole risk of the CONTRACTOR.
- C. Prior to the execution of this agreement, the CONTRACTOR shall provide at its own expense, proof of the following insurance coverage required by the contract to the Parish of Ascension by insurance companies authorized to do business in the State of Louisiana. Insurance is to be placed with insurers with an A.M. Best rating of no less than B+.
 - 1. Worker's compensation Insurance: As required by Louisiana State Statute exception; employer's liability shall be at least \$500,000 per occurrence.
 - 2. Commercial General Liability Insurance in an amount not less than \$1,000,000.00 per occurrence, and \$2,000,000.00 aggregate combined single limit for bodily injury, personal injury and property damage, naming Ascension Parish as additional insured. This insurance shall include coverage for bodily injury and property damage, and indicate on the certificate of insurance the following:
 - a) Premises - operations;
 - b) Broad form contractual liability;
 - c) Products and completed operations;

- d) Personal Injury;
 - e) Broad form property damage;
 - f) Explosion, collapse and underground coverage. Not needed for design
3. Business Automobile Liability Insurance with a Combined Single Limit of \$1,000,000 per Occurrence for bodily injury and property damage, unless otherwise indicated. This insurance shall include for bodily injury and property damage the following coverage:

Any automobiles;
Owned automobiles;
Hired automobiles;
Non-owned automobiles;
Uninsured motorist.

4. An umbrella policy or excess policy may be used to meet minimum requirements where applicable.
5. All policies of insurance shall meet the requirements of the Parish of Ascension prior to the commencing of any work. The Parish of Ascension has the right, but not the duty, to approve all insurance policies prior to commencing of any work. If at any time, it becomes known that any of the said policies shall be or becomes unsatisfactory to the Parish of Ascension as to form or substance; or if a company issuing any such policy shall be or become unsatisfactory to the Parish of Ascension, the CONTRACTOR shall promptly obtain a new policy, timely submit same to the Parish of Ascension for approval and submit a certificate thereof as provided above. The Parish agrees to not unreasonably withhold approval of any insurance carrier selected by CONTRACTOR. In the event that Parish cannot agree or otherwise authorize said carrier, CONTRACTOR shall have the option of selecting and submitting 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 CONTRACTOR and thereafter deduct from CONTRACTOR’S fee the cost of such insurance.
6. Upon failure of CONTRACTOR to furnish, deliver and/or maintain such insurance as above provided, this contract, at the election of the Parish of Ascension, may be forthwith declared suspended, discontinued or terminated. Failure of the CONTRACTOR to maintain insurance shall not relieve the CONTRACTOR from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligation of the CONTRACTOR concerning indemnification.
7. WAIVER: Except as otherwise provided by law, the coverage requirements of this section may be waived in whole or in part on agreements under \$50,000.00, and the Parish is authorized to use its discretion in regard to insurance requirements for such contracts. Except as otherwise provided by law, the Parish President or the Parish Chief Administrative Officer is authorized to omit in whole or in part the insurance requirements of this section in connection with such contracts.
- D. CONTRACTOR shall maintain a current copy of all annual insurance policies and provide same to the Parish of Ascension on an annual basis or as may be reasonably requested.

11. OTHER TERMS AND CONDITIONS

- A. **Licenses and Commissions.** The CONTRACTOR shall at all times during the term of this contract, maintain valid Louisiana licenses and commissions as are customarily required of such a CONTRACTOR, including but not limited to those that may be required by this State and/or Parish.

The CONTRACTOR agrees to renew and or keep current all licenses and commissions herein. The CONTRACTOR 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 Ascension.

- B. The professional and technical adequacy and accuracy of designs, drawings, specifications, documents, and other work products furnished under this agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession in the Baton Rouge Metropolitan area including the parishes surrounding Ascension Parish. In the event the Parish must have work done by change order or addition resulting from an error or omission by the CONTRACTOR, CONTRACTOR shall provide, at no cost to Parish, all professional services attributable to the change order. This is in addition to Parish's right to recover from CONTRACTOR any damages for its errors and omissions.
- C. The CONTRACTOR shall defend, indemnify, and hold the Parish harmless from and against any and all actions, claims, demands, complaints, or lawsuits of any kind (whether in tort or in contract) for any sums of money, costs, liabilities, judgments, fines, or penalties asserted or alleged by any person, party, entity, firm for any damage, injury, claim, or cause of action (of any kind) including, but not limited to, pecuniary and non-pecuniary damages/losses to person or property which are alleged to have been caused by or which were caused by (wholly or partially), which grow out of, which arise from or which result from any negligent acts, errors, or omissions by CONTRACTOR, its agents, servants, subcontractors, or employees while engaged in connection with services required to be performed by the CONTRACTOR under this agreement. This paragraph is to be broadly interpreted to include any and all causes of action which result wholly or partially from the negligent conduct or the CONTRACTOR.
- D. This agreement shall be binding upon the successors and assigns for the parties hereto.
- E. This agreement represents the entire Agreement between Parish and CONTRACTOR.
- F. Waiver of any breach of any term or condition of this Contract shall not be deemed a waiver of any prior or subsequent breach. No term or condition of this Contract shall be held to be waived, modified or deleted except by the written consent of both parties.
- G. If there is any dispute concerning this agreement, the laws of Louisiana shall apply. The exclusive venue and jurisdiction for all lawsuits, claims, disputes, and other matters in questions between the parties to this agreement or any breach thereof shall be in the Judicial District Court for the Parish of Ascension, State of Louisiana. It is also understood and agreed that the laws and ordinances of Ascension shall apply.
- H. In the event that the CONTRACTOR modifies the Parish's contract documents without the expressed prior written consent of the Parish, the CONTRACTOR 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 CONTRACTOR'S deviation from the Parish's contract documents.
- I. CONTRACTOR agrees to a covenant against contingent fees. CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR, 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 CONTRACTOR, 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.

- J. This contract may be amended only by mutual written consent of the respective parties.
- K. 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.
- L. Neither party will be liable for failure to fulfill its obligations when due to causes beyond its reasonable control.
- M. Any failure or delay by either party in exercising any right or remedy will not constitute a waiver.
- N. 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.
- O. It is specifically understood that the terms "agreement" and "contract" may be used interchangeably. It is specifically understood that the terms "Parish", "PROJECT MANAGER" and "Parish" and "the Parish of Ascension" may be used interchangeably.
- P. Conflict of Interest: it is understood and agreed between the parties hereto that CONTRACTOR is not retained exclusively by the Parish but that the Parish may retain other CONTRACTORS 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 CONTRACTOR, the CONTRACTOR 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 CONTRACTOR take any action on behalf of the Parish directly adverse to any other client.
- Q. CONTRACTOR warrants that CONTRACTOR is qualified to perform the intended purposes of this agreement. In the event that CONTRACTOR becomes not fit nor qualified for any reason whatsoever, then CONTRACTOR agrees to withdraw from work herein at no cost to the Parish. In the event that the Parish determines that CONTRACTOR is not suited for Parish purposes or otherwise fails to represent Parish policies to the satisfaction of the Parish, then CONTRACTOR agrees to withdraw from this agreement.
- R. CONTRACTOR specifically agrees and understands that CONTRACTOR 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.
- S. CONTRACTOR agrees to ensure that its personnel are, at all times, educated and trained, and further, that CONTRACTOR and its personnel will perform all work and services in a workmanlike and professional manner.
- T. CONTRACTOR recognizes and understands that time is of the essence. CONTRACTOR agrees to perform and provide services in accordance with this agreement and all incorporated attachments.

- U. CONTRACTOR shall be responsible for any and all losses and damages suffered or incurred by the Parish, including but not limited to all costs, attorney's fees, out of pocket expenses, any & all Parish employee time, and any other expenditure by the Parish to defend, remedy, repair, replace, correct, or cure any condition or liability created or arising out of the negligent actions or negligent omissions to act of the CONTRACTOR, it's agents, officer, servants, or employees. This includes the payment of any cost or fees of any type or kind incurred by the Parish in defending any lawsuit, complaint, claim, claim filed or arising out of the negligent action or negligent omission act of the CONTRACTOR.
- V. CONTRACTOR agrees that it will be responsible for all of its own actual and reasonably related expenses for its on-site & off-site office work. CONTRACTOR further agrees that Parish will not be responsible for or in any way liable for CONTRACTOR'S payroll costs, indirect or direct expenses, overhead, or any other amounts associated with CONTRACTOR'S business other than the specific fees & costs generated under the terms of this agreement.
- W. Procurement of Recovered Materials. (1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired – (i) Competitively within a timeframe providing for compliance with the contract performance schedule; (ii) Meeting contract performance requirements; or (iii) At a reasonable price. (2) Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <http://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

12. TERMINATION AND SUSPENSION

A. Termination for Cause

The Parish may terminate this Contract for cause based upon the failure of the CONTRACTOR to comply with the terms and/or conditions of the Contract, provided that the Parish shall give the CONTRACTOR written notice specifying the failure. If within thirty (30) days after receipt of such notice, the CONTRACTOR shall not have corrected such failure and thereafter proceeded diligently to complete such correction, then the Parish may, at its sole and exclusive option, place the CONTRACTOR in default and this contract shall terminate on the date specified in such notice. Work to be performed during this 30-day period shall not proceed without the actual knowledge of the Parish and specifically supervised by the Parish. Any work performed by CONTRACTOR during this period without the actual knowledge of the Parish and not under the supervision of the Parish shall not be compensated nor honored; CONTRACTOR specifically waives and forfeits any and all claims to payment, compensation, quantum merit, and/or reimbursement from the Parish of any work performed during this period in violation of this paragraph. CONTRACTOR agrees and understands specifically that satisfactory performance shall be unilaterally and exclusively determined by the Parish.

B. Termination for Convenience

Notwithstanding any other section herein, the Parish may terminate this contract at any time for any reason whatsoever by giving thirty (30) days written notice to the CONTRACTOR. The CONTRACTOR shall be entitled to payment for deliverables in progress; to the extent work has been actually and satisfactorily performed.

C. Right to Cancel

- (1) 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 the paragraph below may preempt this paragraph, all at the exclusive and unilateral option of the Parish.
- (2) Either party shall have the right to cancel this contract, with or without cause, by giving the other party (30) days written notice.

D. Additional Causes for Termination or suspension:

1. Either party shall have the right to cancel this contract, with or without cause, by giving the other party (30) days written notice. Parish has the right to cancel this contract upon less than thirty (30) days due to budgetary reductions and changes in funding priorities by the Parish.
 2. By mutual agreement and consent of the parties hereto.
 3. By the Parish as a consequence of the CONTRACTOR'S failure to comply with the terms, progress or quality of work in a satisfactory manner, proper allowances being made for circumstances beyond the control of the CONTRACTOR.
 4. By either party upon failure to fulfill its obligations as set forth in this contract
 5. In the event of the abandonment of the project by the Parish.
 6. A Stop Work Order can be immediately issued by the Parish if they deem it necessary to protect the health, safety, and welfare of the community.
- E. Upon termination, the CONTRACTOR shall be paid for actual work performed prior to the notice of termination on a pro-rata share of the basic fee based on the phase or percentage of work actually completed.
- F. Upon termination, the CONTRACTOR shall deliver to the Parish all original documents, notes, drawings, tracings, computer files, and files except the CONTRACTOR'S personal and administrative files.
- G. Should the Parish desire to suspend the work, but not definitely terminate the contract, this may be done by thirty (30) day notice given by the Parish to that effect, and the work may be reinstated and resumed in full force & effect upon receipt from the Parish of thirty (30) day notice in writing to that effect. CONTRACTOR shall receive no additional compensation during the suspension period. The parties agree to revisit the terms of this contract during the suspension period which shall not exceed six (6) months, unless mutually agreed upon.
- H. There is a right to cancel by the Parish by giving thirty (30) day notice to Provider and paying undisputed fees due for services on that portion of the work that has been satisfactorily, timely and/or professionally completed, all in the exclusive discretion of the Parish at any time herein.
- I. 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 fee and all costs associated therewith whether or not litigation is initiated. Attorney fees shall be based upon the current, reasonable prevailing

rate for counsel as provided on the fee schedule of the Louisiana Attorney General or in the private sector, whichever is greater. 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.

- J. Termination or cancellation of this agreement will not affect any rights or duties arising under any term or condition herein.
- K. As to the filing of bankruptcy, voluntarily or involuntarily, by CONTRACTOR, CONTRACTOR 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 CONTRACTOR 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 CONTRACTOR as to goods, wares, products, services, materials and the like supplied to Parish shall be deemed forfeited.

13. AUDITORS

Notwithstanding other Sections herein, CONTRACTOR 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 CONTRACTOR which relate to this contract. Such audit may be commenced at any reasonable time. CONTRACTOR 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 CONTRACTOR delays, retards, interferes with or otherwise interrupts such an audit, the Parish may seek such relief as per law. In such an event, CONTRACTOR agrees to be liable for all reasonable attorney fees, costs of auditors, court costs, and any other reasonably related expenses with such litigation.

The State Legislative auditor, DHS-OIG, FEMA and federal auditors shall have the option to audit all accounts directly pertaining to the contract for a period of three (3) years from the date of final payment or as required by applicable State and Federal Law. Records shall be made available during normal working hours for this purpose.

Access to Records. The following access to records requirements apply to this contract:

- 1) The contractor agrees to provide GOHSEP, Agency/Parish/City/Town, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, records or the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
- 2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- 3) The Contractor agrees to provide the FEMA Administrator or his authorized representative's access to construction or other work sites pertaining to the work being completed under the contract.

14. DISCRIMINATION CLAUSE

CONTRACTOR 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. CONTRACTOR 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 CONTRACTOR, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract. CONTRACTOR 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. CONTRACTOR 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 CONTRACTOR'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.

15. INDEPENDENT CONTRACTOR

- A. While in the performance of services or carrying out obligations herein, the CONTRACTOR shall be acting in the capacity of an independent contractor and not as an employee of the Parish. The Parish shall not be obliged to any person, firm or corporation for any obligations of the CONTRACTOR arising from the performance of its services under this agreement. The CONTRACTOR 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. CONTRACTOR hereby agrees to be responsible for payment of taxes from the funds thus received under this Contract. CONTRACTOR agrees to be responsible for and to pay all applicable federal income taxes, federal social security tax (or self-employment taxes in lieu thereof) and any other applicable federal or state unemployment taxes. CONTRACTOR 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 CONTRACTOR as independent contractor.
- C. CONTRACTOR 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.
- D. CONTRACTOR agrees and acknowledges that it (and its employees) is an **independent contractor** as defined in R.S. 23: 1021 (or any other provision of law) and as such nothing herein shall make CONTRACTOR an employee of the Parish nor create a partnership between CONTRACTOR and the Parish.
- E. CONTRACTOR acknowledges exclusion of Workmen's Compensation Coverage. CONTRACTOR acknowledges of the exclusion of Unemployment Compensation coverage.

- F. CONTRACTOR agrees to a waiver of any and all sick and annual benefits from the Parish. It is expressly agreed and understood between the parties entering into this personal service contract, that CONTRACTOR, acting as an independent agent, shall not receive any sick and annual leave from the Parish.

16. 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 Ascension: Office of the Parish President
P.O. Box 1659
Gonzales, LA 70707

Provider:

17. AUTHORITY TO ENTER CONTRACT

The undersigned representative of CONTRACTOR 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. The undersigned parties warrant and represent that they each have the respective authority and permission to enter this agreement. The Parish shall require, as an additional provision, that CONTRACTOR provide a certified copy of a corporate resolution authorizing the undersigned to enter and sign this agreement in the event that CONTRACTOR is a member of a corporation, partnership, LLC, LLP, and any other juridical entity.

18. EQUAL EMPLOYMENT OPPORTUNITY (Equal Opportunity Clause) (applicable to contracts and subcontracts above \$10,000)

During the performance of this contract, the Consultant agrees as follows:

A. The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, 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. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

B. The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration without regard to race, color, religion, sex, or national origin.

C. The Consultant will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the Contract Compliance Officer advising the said labor union or workers' representatives of the Consultant's commitment under this section, and shall post copies of the notice in conspicuous places

available to employees and applicants for employment.

D. The Consultant will comply with all provisions of Executive Order 11246 of September 24, 1965, as amended, and the rules, regulations, and relevant orders of the Secretary of Labor.

E. The Consultant will furnish all information and reports required by Executive Order 11246 of September 24, 1965, as amended, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Department and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and others.

F. In the event of the Consultant's noncompliance with the non-discrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, as amended, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

G. The Consultant will include the provisions of the sentence immediately preceding paragraph A and the provisions of paragraphs A through G in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, as amended, so that such provisions will be binding upon each sub Consultant or vendor. The Consultant will take such action with respect to any subcontract or purchase order as the Department may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event a Consultant becomes involved in, or is threatened with, litigation with a sub Consultant or vendor as a result of such direction by the Department, the Consultant may request the United States to enter into such litigation to protect the interest of the United States.

19. CERTIFICATION OF NONSEGREGATED FACILITIES

(applicable to contracts and subcontracts over \$10,000)

By the submission of this bid, the bidder, offeror, applicant or sub Consultant certifies that he/she does not maintain or provide for his/her establishments, and that he/she does not permit employees to perform their services at any location, under his/her control, where segregated facilities are maintained. He/she certifies further that he/she will not maintain or provide for employees any segregated facilities at any of his/her establishments, and he/she will not permit employees to perform their services at any location under his/her control where segregated facilities are maintained. The bidder, offeror, applicant or sub Consultant agrees that a breach of this certification is a violation of the equal opportunity clause of this contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason.

He/she further agrees that (except where he/she has obtained for specific time periods) he/she will obtain identical certification from proposed sub Consultants prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause; that he/she will

retain such certifications in his/her files; and that he/she will forward the following notice to such proposed sub Consultants (except where proposed sub Consultants have submitted identical certifications for specific time periods).

20. CIVIL RIGHTS

The Consultant shall comply with the provisions of Title VI of the Civil Rights Act of 1964. No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

21. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

The Consultant shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Section 109 further provides that discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, is prohibited.

22. SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 - COMPLIANCE IN THE PROVISION OF TRAINING, EMPLOYMENT AND BUSINESS OPPORTUNITIES

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The Consultant agrees to send to each labor organization or representative of workers with which the Consultant has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Consultant's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.

D. The Consultant agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the sub Consultant is in

violation of the regulations in 24 CFR part 135. The Consultant will not subcontract with any sub Consultant where the Consultant has notice or knowledge that the sub Consultant has been found in violation of the regulations in 24 CFR part 135.

E. The Consultant will certify that any vacant employment positions, including training positions, that are filled (1) after the Consultant is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Consultant's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

23. SECTION 503 OF THE REHABILITATION ACT OF 1973 (29 USC 793)
(applicable to contracts and subcontracts over \$10,000)

A. The Consultant will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is otherwise qualified. The Consultant agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: employment upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

B. The Consultant agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

C. In the event of the Consultant's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

D. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, provided by or through the contracting officer. Such notices shall state the Consultant's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

E. The Consultant will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Consultant is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

F. The Consultant will include the provisions of this clause in every subcontract or purchase order of \$10,000 or more unless exempted by rules, regulations, or orders of the Secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each sub Consultant or vendor. The Consultant will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for noncompliance.

24. SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED

The Consultant agrees that no otherwise qualified individual with disabilities shall, solely by reason of his disability, be denied the benefits, or be subjected to discrimination including discrimination in employment, any program or activity that receives the benefits from the federal financial assistance.

25. AGE DISCRIMINATION ACT OF 1975

The Consultant shall comply with the provisions of the Age Discrimination Act of 1975. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

26. CERTIFICATION OF COMPLIANCE WITH AIR AND WATER ACTS

(applicable to contracts and subcontracts exceeding \$100,000)

The Consultant and all sub Consultants shall comply with the requirements of the Clean Air Act, as amended, 42 USC 7401 et seq., the Federal Water Pollution Control Act, as amended, 33 USC 1251 et seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended.

In addition to the foregoing requirements, all nonexempt Consultants and sub Consultants shall furnish to the owner, the following:

A. A stipulation by the Consultant or sub Consultants, that any facility to be utilized in the performance of any nonexempt contract or subcontract, is not listed on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR Part 15, as amended.

B. Agreement by the Consultant to comply with all the requirements of Section 114 of the Clean Air Act, as amended, (42 USC 1857 c 8) and Section 308 of the Federal Water Pollution Control Act, as amended, (33 USC 1318) relating to inspection, monitoring, entry, reports and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.

C. A stipulation that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized, or to be utilized for the contract, is under consideration to be listed on the EPA List of Violating Facilities.

D. Agreement by the Consultant that he will include, or cause to be included, the criteria and requirements in paragraph (1) through (4) of this section in every nonexempt subcontract and requiring that the Consultant will take such action as the government may direct as a means of enforcing such provisions.

27. FLOOD DISASTER PROTECTION

This contract is subject to the requirements of the Flood Disaster Protection Act of 1973 (P.L. 93 234). Nothing included as a part of this contract is approved for acquisition or construction purposes as defined under Section 3(a) of said Act, for use in an area identified by the Secretary of HUD as having special flood hazards which is located in a community not then in compliance with the requirements for participation in the National Flood Insurance Program pursuant to Section 201(d) of said Act; and the use of any assistance provided under this contract for such acquisition for construction in such identified areas in communities then participating in the National Flood Insurance Program shall be subject to the mandatory purchase of flood insurance requirements or Section 102(a) of said Act.

Any contract or agreement for the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this Contract shall contain, if such land is located in an area identified by the Secretary as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968, as amended, 42 U.S.C. 4001 et seq., provisions obligating the transferee and its successors or assigns to obtain and maintain, during the ownership of such land, such flood insurance as required with respect to financial assistance for acquisition or construction purposes under Section 102(a) of Flood Disaster Protection Act of 1973.

28. INSPECTION

The authorized representative and agents of the State of Louisiana and/or any Federal agencies shall be permitted to inspect all work, materials, payrolls, records of personnel, invoices of materials, and other relevant data and records.

29. REPORTING REQUIREMENTS

The Consultant shall complete and submit all reports, in such form and according to such schedule, as may be required by the Owner.

30. CONFLICT OF INTEREST

A. No officer or employee of the local jurisdiction or its designees or agents, no member of the governing body, and no other public official of the locality who his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed. Further, the Consultant shall cause to be incorporated in all subcontracts the language set forth in this paragraph prohibiting conflict of interest.

B. No member of or delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

31. ACTIVITIES AND CONTRACTS NOT SUBJECT TO EXECUTIVE ORDER 11246, AS AMENDED

(applicable to contracts and subcontracts of \$10,000 and under)

During the performance of this contract, the Consultant agrees as follows:

A. The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant shall take affirmative action to ensure that

applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, 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.

B. The Consultant shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by Contracting Officer setting forth the provisions of this non-discrimination clause. The Consultant shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

C. Consultants shall incorporate foregoing requirements in all subcontracts.

32. COPYRIGHT

No materials, to include but not limited to reports, maps, or documents produced as a result of this contract, in whole or in part, shall be available to the Consultant for copyright purposes. Any such materials produced as a result of this contract that might be subject to copyright shall be the property of the Owner and all such rights shall belong to the Owner.

33. ENERGY EFFICIENCY

The Consultant shall comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy, Conservation Act (Public Law 94-163) and LRS 40:1730.49.

34. SUBCONTRACTS

A. The Consultant shall not enter into any subcontract with any sub Consultant who has been debarred, suspended, declared ineligible, or voluntarily excluded from participating in contacting programs by any agency of the United States Government or the State of Louisiana.

B. The Consultant shall be as fully responsible to the Owner for the acts and omissions of the Consultant's sub Consultants, and of persons either directly or indirectly employed by them, as he is for the acts and omissions of persons directly employed by the Consultant.

C. The Consultant shall cause appropriate provisions to be inserted in all subcontracts relative to the work to bind sub Consultant to the Consultant by the terms of the contract documents insofar as applicable to the work of sub Consultants and to give the Consultant the same power as regards terminating any subcontract that the Owner may exercise over the Consultant under any provision of the contract documents.

D. Nothing contained in this contract shall create any contractual relation between any sub Consultant and the Owner.

35. DEBARMENT, SUSPENSION, AND INELIGIBILITY

The Consultant represents and warrants that it and its sub Consultants are not debarred, suspended, or placed in ineligibility status under the provisions of 24 CFR 24 (government debarment and suspension regulations), 2 CFR 215 and Appendix (A) (8).

36. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

37. CHANGES

The Owner may, from time to time, request changes in the scope of the services of the Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of the Consultant's compensation which are mutually agreed upon by and between the Owner and the Consultant, shall be incorporated in written and executed amendments to this Contract.

38. PERSONNEL

The Consultant represents that it has, or will secure at its own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the Owner.

All the services required hereunder will be performed by the Consultant or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and local law to perform such services.

No person who is serving sentence in a penal or correctional institution shall be employed on work under this Contract.

39. ANTI-KICKBACK RULES

Salaries of personnel performing work under this Contract shall be paid unconditionally and not less often than once a month without payroll deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the "Anti-Kickback Act" of June 13, 1934 (48 Stat. 948; 62 Stat. 740; 63 Stat. 108; Title 18 U.S.C. 874; and Title 40 U.S.C. 276c). and compliance with the Copeland (Anti-kickback) Act. The Consultant shall comply with all applicable "Anti-Kickback" regulations and shall insert appropriate provisions in all subcontracts covering work under this contract to insure compliance by the sub Consultants with such regulations, and shall be responsible for the submission of affidavits required of sub Consultants thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof. Consultant shall comply with the Davis-Bacon Act (40 U.S.C. 276a-7) as supplemented by the Department of Labor regulations (29 CFR part 5). (Construction contracts in excess of \$2000 awarded by grantees and sub grantees when required by Federal grant program legislation)

40. INTEREST OF CONSULTANT

The Consultant covenants that he presently has no interest and shall not acquire any interest direct or indirect in the above described project or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The Consultant further covenants

that in the performance of this Contract no person having any such interest shall be employed.

41. POLITICAL ACTIVITY

The Consultant will comply with the provisions of the Hatch Act (5 U.S.C. 1501 et seq.), which limits the political activity of employees.

42. COMPLIANCE WITH THE OFFICE OF MANAGEMENT AND BUDGET

The parties agree to comply with the regulations, policies, guidelines, and requirements of the Office of Management and Budget, Circulars A-95, A-102, A-133, and A-54, as they relate to the use of Federal funds under this contract.

43. CONFIDENTIAL FINDINGS

All of the reports, information, data, etc., prepared or assembled by the Consultant under this Contract are confidential, and the Consultant agrees that they shall not be made available to any individual or organization without prior written approval of the Owner.

44. BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. 1352 (AS AMENDED)

CONTRACTORS who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any Sub-recipient, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal Contract, grant, or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the Recipient.

This agreement is executed in three (3) originals. IN TESTIMONY WHEREOF, they have executed this agreement, the day and year first above written.

WITNESSES

Title: Parish President
**East Ascension Consolidated Gravity Drainage
District No. 1**
Date: _____

WITNESSES

Title: _____
Date: _____

8.4. ATTACHMENT D: STANDARD FORM APG-1001

Professional Engineering and Related Services

| | |
|------------------|-------------------|
| 1. Project title | 2. Project number |
|------------------|-------------------|

| | |
|--|--|
| 3a. Firm (as registered with the Louisiana Secretary of State) and mailing address of the office to perform work | 3b. Name, title, telephone number, and e-mail address of the official with signing authority for this contract |
| | 3c. Name, Title, telephone number, e-mail address and registration number of full-time LA licensed engineer in responsible charge of the project (not required for non-engineering projects) |

3d. I certify that the following information is accurate and complete to the best of my knowledge (must be same person as 3b):

Signature: _____ Date: _____

4. Full-time personnel on firm's payroll who are located at the primary work location identified in 3a above:

- a. Civil Engineers, with current Louisiana P.E. registration _____
- b. Environmental Engineers, with current Louisiana P.E. registration (not included in 4a) _____
- c. Land Surveyors, with current Louisiana P.L.S. registration _____
- d. Engineers In Training, with current Louisiana E.I. registration _____
- e. Designers/Draftsmen _____
- f. Survey Party Chiefs _____
- g. Real Estate Professionals (Agents and Certified Appraisers) _____
- h. Other personnel not included in above categories _____

Total personnel at primary work location (sum of a – h) _____

5. Full-time personnel on firm's payroll, not located at the primary work locations, to be used on this project:

- a. Civil Engineers _____
- b. Environmental Engineers (not included in 5a) _____
- c. Land Surveyors, with current Louisiana P.L.S. registration _____
- d. Engineers In Training, with current Louisiana E.I. registration _____
- e. Designers/Draftsmen _____
- f. Survey Party Chiefs _____
- g. Real Estate Professionals (Agents and Certified Appraisers) _____
- h. Other personnel not included in above categories _____

Total personnel not located at the primary work location (sum of a – h) _____

6. Do you presently have sufficient staff to perform these services in the designated time frame? (Yes/No)

7. Identify the element of work (as defined in the advertisement), and the % of the element to be performed by the firm. Also, identify % of work for the overall project to be performed by the firm (must be at least 50%).

8. Do you intend to use a sub-consultant(s)? ____ yes ____ no
(For use by the Prime Consultant only)
All subconsultants/associates listed for this project must attach a signed Form APG-1001

| Name and address | Identify the element of work (as defined in the advertisement), and the % of the element to be performed by the sub-consultant Also, identify the % of work for the overall project to be performed by the sub-consultant. | Worked with prime before? (Yes/No) |
|------------------|--|------------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

9. Staffing Plan – A Diagram showing all personnel specifically assigned to each work element of the project, their duties, and immediate supervisors. The Staffing Plan should also include the same information for Sub-consultants (if applicable).

A large, empty rectangular box with a thin black border, occupying the majority of the page below the header. This area is intended for the user to draw a staffing plan diagram, showing personnel assignments, duties, and supervisory relationships for various work elements of the project.

10. Brief résumé of key persons anticipated to work on this project

a. Name, title & domicile

b. Position or Assignment for this project

c. Name of firm by which employed full time

d. Years experience:

With this firm: _____ With other firms: _____

e. Education: Degree(s) / Years / Specialization

f. Active registration: Year registered: _____

Branch: _____ State: _____

License No.: _____

g. Specific experience and qualifications relevant to the proposed project:

11. Work by firm which best illustrates project experience relevant to this project (List not more than 10 Projects)

| a. Project name & location | b. Project description | c. Nature of firm's responsibility & firm members involved | d. Client's name, address, and telephone number | e. Completion date or Percent Complete & cost in thousands |
|----------------------------|------------------------|--|---|--|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

12. All work by firm (all offices) currently being performed for or selected by Ascension Parish Government (as Prime or Sub-consultant)

| a. Project name, and location* | b. Nature of your firm's responsibility (also identify if prime or sub-consultant) | c. Percent complete (by phase/type of work) | d. Contract fees (in thousands)** (by phase/type of work) | |
|---|--|---|---|-----------|
| | | | Total | Remaining |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| * For master contracts, list open task orders individually ** Do not include sub-consultant's fees | | | Total | |

13. Use this space to provide any additional information or description of resources supporting your firm's qualifications for the proposed project. This section may also be used to submit proposed prices, if required. A maximum of two (2) additional sheets may be utilized to answer this question. All other sheets not specifically requested shall be excluded.

-----**END OF RFP DOCUMENT**-----