

FINANCE COMMITTEE MEETING
FEBRUARY 27th, 2018
Chairman Larry Sorapuru
Vice-Chairman Tom Malik

Members: Larry Sorapuru, Jr., Kurt Becnel, Julia Remondet, Lennix Madere, Marvin Perrilloux, Larry Snyder, Michael Wright, Thomas Malik, Jaclyn Hotard

PRESENT: Kurt Becnel, Lennix Madere, Larry Snyder, Thomas Malik, Julia Remondet, Marvin Perrilloux, Jaclyn Hotard, Michael Wright, Larry Sorapuru

ABSENT: None

PUBLIC COMMENT - AGENDA ITEMS ONLY (2 minutes per citizen)

BID OPENING REPORT/AWARDS

Daron Cooper - (Tabled 02-14-18) Authorization to amend the contract with Shread-Kuyrkendall & Associates, Inc. for the Vicknair Canal Project

MOTION: Councilwoman Hotard moved and Councilman Wright seconded the motion remove the Authorization to amend the contract with Shread-Kuyrkendall & Associates, Inc. for the Vicknair Canal Project from the TABLE. The motion passed with 8 yeas and 1 against (Snyder).

Daron Cooper stated, "Based on a review by Legal Counsel, the existing contract document does not include language that allows for an amendment to the contract. Therefore, Administration requests removing the item from the table and amending it as follows: Authorization to enter into a new contract with Shread-Kuyrkendall & Associates, Inc. to increase the scope of work for the Vicknair Canal Project. This contract totaling \$164,105 is for work required to complete the application to the Statewide Flood Control Program for funds up to 90% of the construction cost of this project. Completion of a Limited Topo Survey and Hydraulic and Hydrology (H&H) study are required for the grant. Additional permitting, surveying and geotechnical work which exceeds the amount budgeted in the original contract is also needed. Both contracts for this project are funded through the 2014 Bond Issue. The new contract is being finalized and will be sent to Legal Counsel for review. Administration recommends approval pending their review."

MOTION: Councilwoman Hotard moved and Councilman Perrilloux seconded the motion to grant administration authorization based on legal's review, stating that this was legally sufficient to enter into a new contract with Shread-Kuyrkendall & Associates, Inc. to increase the scope of work for the Vicknair Canal Project. The motion passed unanimously.

Julia Remondet/Lennix Madere - (Tabled 02-14-18) Authorization to enter into a contract with South Central Planning and Development Commission to provide assistance relative to moving a polling location for St. John the Baptist Parish Registrar of Voters

MOTION: Councilwoman Remondet moved and Councilman Perrilloux seconded the motion to remove the item authorization to enter into a contract with South Central Planning and Development Commission to provide assistance relative to moving a polling location for St. John the Baptist Parish Registrar of Voters from the TABLE. The motion passed unanimously.

MOTION: Councilwoman Remondet moved and Councilman Madere seconded the motion to

remove the item authorization to enter into a contract with South Central Planning and Development Commission to provide assistance relative to moving a polling location for St. John the Baptist Parish Registrar of Voters from the agenda. The motion passed unanimously.

Baileigh Rebowe-Helm - (Tabled 02-14-18) Authorization to award the contract for Videography Services

MOTION: Councilman Perrilloux moved and Councilman Becnel seconded the motion to remove the item authorization to award the contract for videography services from the TABLE. The motion passed unanimously.

Baileigh Rebowe-Helm stated, "Global Media South, LLC of LaPlace, LA was ranked first out of two (2) proposals received by the Source Selection Committee for Videography Services for Council meetings. The contract document was reviewed by Legal Counsel and corrections made to the document. Administration recommends approval pending results of their final review of the contract."

MOTION: Councilman Perrilloux moved and Councilman Becnel seconded the motion to grant administration authorization to award the contract for Videography Services. The motion passed with 7 yeas and 2 abstaining (Hotard & Wright).

Natalie Robottom - Authorization to enter into an agreement with South Central Planning and Development Commission to assist the parish in moving a polling location for the St. John Registrar of Voters

Natalie Robottom stated, "This contract is to assist the Parish in dividing the polling location at the Health Unit into two locations, the second being at St. Peter School (previously a polling location). The contract is for a not to exceed amount of \$2,500 and it was reviewed by Legal Counsel and determined to be legally sufficient. Administration recommends approval."

MOTION: Councilwoman Remonet moved and Councilman Malik seconded the motion to grant administration authorization to enter into an agreement with South Central Planning and Development Commission to assist the parish in moving a polling location for the St. John Registrar of Voters. The motion passed unanimously.

Natalie Robottom - Authorization to terminate the agreement with Royal Engineers and Consultants, LLC for Disaster Recovery Project Management Consultant Services, effective March 31, 2018 in accordance with the RFP and advertise a Request for Proposals (RFP) for conclusion of the Hurricane Isaac Community Development Block Grant (CDBG) Program

Natalie Robottom stated, "Based on HUD's and the Office of Community Development's (OCD) review of the existing contract, it was determined that the document is inconsistent with the Request for Proposals (RFP) which only allows for five (5) years to administer the CDBG, FEMA and HMGP programs. Because the contract includes a sixth (6th) year, OCD recommended terminating the contract on March 31, 2018 (the end of five (5) years) and issuing a new solicitation for year six (6) of the program. Without this action, the Parish will not be reimbursed for any subsequent work and the program will cease. The contractor is aware of the problem and agrees with the resolution. To comply with the requirement to provide a thirty (30) day notice for a proposed termination, Administration recommends placing Royal Engineers and Consultants, LLC on notice of its plan to terminate their contract effective March 31, 2018. In anticipation of terminating the contract, Administration also requests authorization to issue an RFP for Disaster Recovery Consultant Services to

assist with the final construction and closeout phase of the Hurricane Isaac CDBG program. The deadline for all grant expenditures and closeout is September 30, 2019. Administration recommends approval to avoid a lapse in services and to insure completion of the program."

MOTION: Councilman Perrilloux moved and Councilman Madere seconded the motion to TABLE the authorization to terminate the agreement with Royal Engineers and Consultants, LLC for Disaster Recovery Project Management Consultant Services, effective March 31, 2018 in accordance with the RFP and advertise a Request for Proposals (RFP) for conclusion of the Hurricane Isaac Community Development Block Grant (CDBG) Program. The motion passed with 8 yeas and 1 against (Remondet).

Natalie Robottom - Authorization to advertise a Request for Proposals (RFP) for Grant Management Services for conclusion of the FEMA and Hazard Mitigation Grant Programs

Natalie Robottom stated, "This request is consistent with the previous item to grant authorization to solicit proposals for a Grant Manager and Administrative Consultant to assist with outstanding FEMA and Hurricane Isaac HMGP projects. Based on the recommendation of OCD, this solicitation is being separated from CDBG because of the differences in programs and the 2019 deadline which does not apply to FEMA & HMGP. Administration recommends approval."

MOTION: Councilman Perrilloux moved and Councilman Malik seconded the motion to TABLE the authorization to advertise a Request for Proposals (RFP) for Grant Management Services for conclusion of the FEMA and Hazard Mitigation Grant Programs. The motion passed unanimously.

Jean Stewart - Authorization to extend the Janitorial Services Contract with Enmon Enterprises, L.L.C., DBA Jani King for sixty (60) days

Jean Stewart stated, "The item as written was for a short-term extension to allow for completion of the new Government Complex Building so it could be assessed and added to the specifications for janitorial services. According to the DA's office, we are required to extend the agreement for a full year, therefore Administration requests amending the item to reflect a one (1) year extension. The contract is funded through department transfers to the General Fund from pertinent departments. The draft extension was sent to Legal Counsel for review and it was determined to be legally sufficient. Administration recommends approval of the amended item."

MOTION: Councilman Snyder moved and Councilman Wright seconded the motion to grant administration authorization to extend the Janitorial Services Contract with Enmon Enterprises, L.L.C., DBA Jani King for one (1) year. The motion passed unanimously.

Blake Fogleman - Authorization to extend the contracts with AAB Electrical Industries, Inc. and Industrial Electrical Coil, L.L.C. for Maintenance, Repairs and Installation of Pumps

Blake Fogleman stated, "These extensions will add one (1) year to the existing contracts while maintaining the current pricing. AAB Electrical Industries, Inc. and Industrial Electric Coil, L.L.C. will be utilized on an "as-needed basis" and will be funded by the Utilities and Wastewater Budgets. The draft extensions were sent to Legal Counsel for review and they were determined to be legally sufficient. Administration recommends approval."

MOTION: Councilman Wright moved and Councilman Perrilloux seconded the motion to grant administration authorization to extend the contracts with AAB Electrical Industries, Inc. and Industrial Electrical Coil, L.L.C. for Maintenance, Repairs and Installation of Pumps. The motion passed unanimously.

Cain Dufrene - Authorization to enter into a Professional Services Agreement with Sizeler Thompson Brown Architects for architectural services for Phase II of the Safe Room Project in accordance with HMGP guidelines

Cain Dufrene stated, *"This contract is to finalize design and construction management of the FEMA-funded self-contained Safe Room. The previous contract was for Phase I of the project which was specific to design only. This contract for Phase II is in the amount of \$57,448.24 and is based on the estimated construction cost of \$1,107,000. The contract is partially funded through the Hazard Mitigation Grant Program (HMGP), with the 25% match funded through 911, the Office of Fire Services, and the 2009 & 2015 Bond Issues. The draft contract is being finalized and will be sent to Legal Counsel for review. Based on a recent (2/15/18) timeline from FEMA to have the advertisement and bidding process for this project completed by May 5, 2018, approval is time-sensitive. Administration recommends approval pending review of the contract by the Legal Counsel."*

MOTION: Councilman Wright moved and Councilman Perrilloux seconded the motion to grant administration authorization to enter into a Professional Services Agreement with Sizeler Thompson Brown Architects for architectural services for Phase II of the Safe Room Project in accordance with HMGP guidelines. The motion passed with 7 yeas, 1 absent (Hotard) and 1 abstaining (Madere).

Cain Dufrene - Authorization to enter into a Professional Services Agreement with Sizeler Thompson Brown Architects for architectural services for the interior of the Safe Room Project funded by the Parish

Cain Dufrene stated, *"This additional contract is at a cost of \$9,613.44 and will allow for design and construction management services for the interior of the facility. This portion of the project must be funded by the Parish, but once completed it will allow the facility to be used for extended periods of time during emergencies, training and meetings. Funds for the additional work are available through the 2009 and 2015 Bond Issues. Once finalized, the draft contract will also be sent to Legal Counsel for review. Administration recommends approval pending results of their review."*

MOTION: Councilman Perrilloux moved and Councilman Wright seconded the motion to grant administration authorization to enter into a Professional Services Agreement with Sizeler Thompson Brown Architects for architectural services for the interior of the Safe Room Project funded by the Parish. The motion passed with 8 yeas and 1 abstaining (Madere).

Adjournment

MOTION: Councilman Perrilloux moved and Councilman Malik seconded the motion to adjourn the finance meeting. The motion passed unanimously.