

ORD 26-20

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCILMEMBER VOGELTANZ AND CO-SPONSORED BY COUNCILMAN DISCON, MOVED FOR ADOPTION BY COUNCILMEMBER _____ AND SECONDED FOR ADOPTION BY COUNCILMEMBER _____.

ORDINANCE NO. 26-20

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE TO AMEND SECTION 17-15 OF THE CITY OF MANDEVILLE CODE OF ORDINANCES FOR THE PURPOSE OF ESTABLISHING A TEMPORARY, MAXIMUM VOLUME COMPONENT AND RESIDENTIAL SEWERAGE CHARGE, AND TO PROVIDE FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS: Section 17-15 of the City of Mandeville Code of Ordinances imposes a “monthly sewerage charge” for “residential customers” of the City’s sewer utility consisting of both a “monthly minimum charge” and a “volume component.”

WHEREAS: The volume component is calculated as the “actual monthly water usage billed minus three thousand (3,000) gallons time the applicable volume rate shown in division 17 of appendix C of the City of Mandeville Code of Ordinances.”

WHEREAS: The current sewerage “volume rate” is \$3.25 per 1,000 gallons of water delivered to the residential customer.

WHEREAS: The United States Census Bureau estimates the average number of persons per household within the City of Mandeville from 2020 to 2024 equals 2.27 people.

WHEREAS: The Louisiana Department of Energy and Natural Resources estimates that “each person uses about 75-100 gallons of water per day” (extrapolated to be between 2,250 and 3,000 gallons of water per person per 30-day month). The United States Geological Survey estimates that Louisiana citizens who receive water from a public utility consume an average of 119 gallons of water per day (extrapolated to be 3,570 gallons per person per 30-day month) (*see* USGS, “Estimated Use of Water in the United States in 2015” at Table 6). The National Environmental Education Foundation estimates that “the average Louisiana resident [uses] 104 gallons [of water] per day in and around their home” (extrapolated to be 3,120 gallons per resident per 30-day month).

WHEREAS: The City of Mandeville estimates that, based on the preceding statistics concerning average household size and monthly per capita water consumption, the average Mandeville residential household likely consumes between 5,107 and 8,104 gallons of sewer service per month, and a household of six would consume between 13,500 and 21,420 gallons of sewer service month.

WHEREAS: The Mandeville City Council finds that, in recent history, the City has been ineffective in charging and collecting its statutory sewerage charge.

WHEREAS: The Mandeville City Council finds that the current sewerage rate established by Ordinance 24-40 likely charges at least some residential customers for a monthly volume of sewer that the customer did not actually consume based on the preceding state and federal statistics concerning average household size and amount of water consumed per capita per day.

WHEREAS: The Mandeville City Council finds that overcharging any residential customer for the amount of monthly sewer service actually consumed may result in unnecessary and unaffordable billing, an inability for the customer to pay, unnecessary and unhealthy sewer rationing, and an overall decrease in the health, safety, and welfare for the City of Mandeville and its residents.

WHEREAS: The Mandeville City Council finds that the most appropriate method of calculating each residential customer's monthly sewerage charge may be the so-called "Winter Quarter Averaging" method, or a substantially similar method, which imposes a monthly sewerage charge per residential customer based on the customer's average sewer consumption during the preceding months of December, January, and February.

WHEREAS: The Mandeville City Council finds that the City is currently unable to implement a Winter Quarter Average sewerage rate because of technological and other hurdles.

WHEREAS: The Mandeville City Council encourages the City to explore methods and solutions to effectively implement a Winter Quarter Average sewerage rate during the next twelve months, whether that be by increasing the City's technological and human capital capabilities or by outsourcing such calculations and billing to a cost-effective, third-party vendor experienced in the field.

WHEREAS: In the meantime, the Mandeville City Council finds that placing a temporary cap on all residential customers' monthly sewerage charge is in the best interests of the health, safety, and welfare of the City of Mandeville and its residents.

WHEREAS: The Mandeville City Council finds that, for purposes of calculating, charging, and collecting the monthly sewerage rate for residential customers, a cap of 25,000 gallons per monthly billing cycle reasonably protects the average residential customer from the risk of overbilling while ensuring that households with greater than average sewerage consumption pay their accurate share each month.

WHEREAS: The Mandeville City Council finds that, under the current sewerage formula codified in Appendix C, Division 17, Section 17-15 of the Mandeville Code of Ordinances, the maximum monthly sewerage charge that could be assessed for any residential customer based on a maximum, monthly cap of 25,000 gallons of sewer use equals \$83.50.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Mandeville hereby amends the Mandeville Code of Ordinances, Section 17-15, by inserting the following subsection (b)(2):

- (b)(2) Notwithstanding any provision of this Section or Appendix C Division 17 of the City of Mandeville Code of Ordinances to the contrary, during the time period beginning on June 1, 2026 and ending on May 31, 2027, the City of Mandeville shall not levy or bill any residential customer a monthly sewerage charge greater than \$83.25.

BE IT FURTHER ORDAINED that this Ordinance shall be enacted upon signature of the Mayor and, upon enactment, shall be effective retroactive to June 1, 2026.

BE IT FURTHER ORDAINED that this Ordinance, upon enactment, unless renewed and reenacted in accordance with all applicable law, shall expire at the final moment of the day on May 31, 2027.

BE IT FURTHER ORDAINED that the Clerk of this Council is authorized and empowered to take any action reasonably necessary in her discretion to promulgate the provisions of this Ordinance.

The Ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the Ordinance was declared adopted this _____ day of _____ 2026.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

ORD 26-21

**THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCILMEMBER
VOGELTANZ, MOVED FOR ADOPTION BY COUNCILMEMBER _____
_____, AND SECONDED FOR ADOPTION BY COUNCILMEMBER _____**

ORDINANCE NO. 26-21

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE TO ENACT SECTION 9-9 OF THE CITY OF MANDEVILLE CODE OF ORDINANCES RELATIVE TO SWIMMING POOLS, TO AMEND SECTION 9-7 RELATIVE TO SWIMMING POOLS, AND TO PROVIDE FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS: The City of Mandeville is obligated to provide for the reasonable health, safety, and welfare of its residents.

WHEREAS: The City welcomes and embraces residential swimming pools but recognizes that improperly secured or maintained swimming pools may create a health and safety hazard to neighbors and the community.

WHEREAS: For instance, the U.S. Centers for Disease Control reports that “Drowning is the number one cause of death for children ages 1 to 4” and that “drowning increased by 28% among children ages 1 to 4 in 2022 compared to 2019.”

WHEREAS: The American Academy of Pediatrics reports that “the majority of preschool-aged children drown in swimming pools” and the “primary problem for this young age group is lack of barriers to prevent unanticipated, unsupervised access to water.”

WHEREAS: The Louisiana Department of Health reports that in 2022 West Nile virus was “present in more than 175 mosquito pools this year, a number much higher than last year at this time, when 13 pools tested positive.” LDH recommends to “clean and chlorinate swimming pools that are not being used” and that “a swimming pool that is left untended by a family for a little as a month can produce enough mosquitoes to result in neighborhood-wide complaints.”

WHEREAS: The St. Tammany Mosquito Abatement District has previously stated that when a “[swimming] pool isn’t circulating because of lack of power and can’t be treated or maintained it could be a significant source of mosquitoes.”

WHEREAS: The City finds that the health, safety, and welfare of its residents are reasonably served when residential swimming pools are secured by sturdy fencing or other safety barriers and maintained in a way so as not to attract mosquitos, insects, snakes, pests, vermin, vegetation, and other disease vectors.

WHEREAS: The City finds that East Baton Rouge Parish has adopted ordinances relative to properly securing and maintaining residential swimming pools and that those ordinances would also benefit the City and its residents.

NOW, THEREFORE, BE IT ORDAINED, that Section 9-9 of the City of Mandeville Code of Ordinances is created and reads:

Section 9-9.1 – Definitions

As used throughout this Section 9-9 *et seq.*, the following words have the following meanings:

- (a) “Swimming pool” means any structure built of any material, whether constructed above or in the ground, designed, built, or used for the purpose of swimming, and capable of holding 18 inches or more of water.
- (b) “City Code” means the City of Mandeville Code of Ordinances.

Section 9-9.2 – Swimming pool enclosures

- (a) Every owner of a swimming pool must enclose the pool within a reasonably sturdy fence or wall within the time required by Section 9-9.5 of the City Code. Such a fence or wall shall also conform to the following, minimal requirements:
 - (1) The fence or wall shall be 4 feet or greater in height with no more than 2 inches of space between the ground and the bottom of the fence or wall.
 - (2) The fence or wall shall be constructed of sturdy material, shall not be broken down or destroyed, and shall be built and maintained such that no person may pass through the fence or wall except through a gate.
 - (3) The fence or wall shall have no openings greater than 4 inches diameter except by gate when opened.
 - (4) Any gate to the fence or wall must be hung to open outward from the swimming pool, hung on a self-closing hinge, possess a self-closing latch, and must remain closed and latched except when a person opens and moves through the gate.
 - (5) Notwithstanding any provision of this Section to the contrary, when a wall that encloses a swimming pool is a wall of a house or other building, that wall may contain a door to enter and exit the house or building.
- (b) Every owner or lessee of a swimming pool shall reasonably maintain the pool’s fence or wall to ensure it remains complaint with this Section.

Section 9-9.3 – Swimming pool maintenance

- (a) Every owner or lessee of a swimming pool must maintain the pool such that the pool does not harbor or breed mosquitos, other insects, vermin, snakes, scum, film, filth, or other vegetation. In addition, a swimming pool shall also be maintained by its owner or lessee such that the pool conforms to the following, minimum requirements:
 - (1) The pool shall not collect scum, film, wastes, insects, vegetation, debris, chemicals, or other particulate to such an extent that the water is not clear enough to permit a black disk 6 inches in diameter on a white field, when placed on the bottom of the pool at the deepest point, to be clearly visible from the deck around the pool at all distances up to ten (10) yards measured from a line drawn across the pool through said disk.
 - (2) The pool shall not emit any smell or odor objectively noxious to humans.
- (b) Every owner or lessee of a swimming pool that has a maximum depth of 36 inches or deeper shall, in addition to all other requirements provided for by this Section, connect such pool to functioning mechanical equipment capable of recirculating the pool's water through one or more filters, and the owner or lessee of such a pool shall continuously recirculate the pool's water supply for at least one hour per 24-hour day.

Section 9-9.4 – Inspection

- (a) Any City of Mandeville Police Officer or Code Enforcement Officer may, upon reasonable suspicion of a violation of this Section, and upon reasonable notice to the property owner or lessee, enter the yard or curtilage of a property for the purpose of inspecting a swimming pool located on the property to ensure compliance with Section 9-9 *et seq.* of the City Code.
- (b) Any property owner or lessee who, after being given reasonable notice pursuant to this Section, prevents or interferes with a City of Mandeville Police Officer or Code Enforcement Officer discharging his duties pursuant to this Section shall be guilty of violating, in addition to any other applicable law or ordinance, Section 11-94 of the City Code, "Keeping a disorderly place," and sentenced as provided under Section 1-09 of the City of Mandeville Code of Ordinances.

Section 9-9.5 – Time for Compliance and Issuance of Permits

- (a) Any owner or lessee of a swimming pool already in existence or use on the date this Ordinance is enacted, but which is not enclosed by a fence or wall consistent with Section 9-9.2 of the City Code, shall construct such a fence or wall within 120 days from the date this Ordinance is enacted.

- (b) Any owner or lessee of a swimming pool constructed or first placed into use after the date this Ordinance is enacted shall construct a fence or wall consistent with Section 9-9.2 of the City Code no later than the earlier of (i) 30 days after the date the swimming pool's construction is complete or (ii) the date the swimming pool is first filled with water.
- (c) Notwithstanding any provision of the City Code including its Comprehensive Land Use Regulation Ordinance to the contrary, the City of Mandeville is authorized to and shall take all reasonable steps to ensure that any permit relative to the construction or use of a swimming pool is only issued by the City in compliance with the requirements of Section 9-9 *et seq.* of the City Code.
- (d) Notwithstanding any provision of the City Code including its Comprehensive Land Use Regulation Ordinance to the contrary, neither the City of Mandeville Planning Director nor the City of Mandeville Planning Commission shall grant any exception or variance from the construction and maintenance standards provided by Section 9-9 *et seq.* of the City Code.

Section 9-9.6 – Enforcement

Any owner or lessee of a swimming pool who violates any provision of Section 9-9 *et seq.* of the City Code shall be guilty of violating, in addition to any other applicable law or ordinance, Section 11-94 of the City Code, “Keeping a disorderly place,” and sentenced as provided under Section 1-09 of the City Code.

BE IT FURTHER ORDAINED that Section 9-7 of the City of Mandeville Code of Ordinances is amended and reads:

- (a) It shall be unlawful for any person to keep on his premises water in any barrel, bucket, pool, hole, cistern, tank, trough or any other receptacle which would act as a breeding place for mosquitos, other insects, snakes, or other vermin. Any person who violates this Section shall be guilty of violating, in addition to any other applicable law or ordinance, Section 11-94 of the City of Mandeville Code of Ordinances, “Keeping a disorderly place,” and sentenced as provided under Section 1-09 of the City Code.
- (b) This Section does not apply to swimming pools as defined by Section 9-9.1 of the City Code.

BE IT FURTHER ORDAINED that this Ordinance shall be enacted and effective upon signature of the Mayor.

BE IT FURTHER ORDAINED that the Clerk of this Council is authorized and empowered to take any action reasonably necessary in her discretion to promulgate the provisions of this Ordinance.

The Ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the Ordinance was declared adopted this _____ day of _____ 2026.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

ORD 26-22

**THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER
_____ AND MOTIONED FOR ADOPTION BY COUNCIL MEMBER
_____ SECONDED FOR ADOPTION BY COUNCIL MEMBER
_____.**

ORDINANCE NO. 26-22

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE TO
AMEND SECTION 13-16 OF THE CITY CODE OF ORDINANCES REGARDING
RULES AND REGULATIONS FOR NEIGHBORWOODS PARK AND PROVIDING
FOR OTHER MATTERS IN CONNECTION THEREWITH.**

WHEREAS, Section. 13-16 of the Code of Ordinances of the City of Mandeville presently establishes rules and regulations governing the use of the Neighborwoods Park, including restrictions on certain activities;

WHEREAS, the City of Mandeville is committed to ensuring the safety and tranquility of all visitors to Neighborwoods Park, maintaining its primary use as a natural woodland retreat; and

WHEREAS, the increasing prevalence and technological advancement of electric bicycles (e-bikes), electric scooters, and other motorized personal conveyances have led to higher speeds and greater weights than traditional human-powered equipment; and

WHEREAS, the mix of high-speed motorized devices with pedestrians, pets, and non-motorized cyclists on narrow park trails creates significant safety hazards and potential for collisions; and

WHEREAS, it is necessary to preserve the ecological sensitivity of Neighborwoods by limiting trail use to low-impact, non-motorized activities; and

WHEREAS, the City recognizes that motorized vehicles are occasionally required for official public safety patrols, emergency response, and municipal maintenance, and that such use must be clearly defined to avoid public confusion regarding general trail regulations; and

WHEREAS, it is necessary to clarify and refine the existing rules governing for the Neighborwoods park area in order to promote public safety and preserve public woodland area and facilities;

WHEREAS, the City Council desires to amend Section 13-16 regarding the rules and regulations governing the Mandeville Trailhead and corresponding signage;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mandeville that Section 13-16 be amended as follows:

Section 13-16: Rules and regulations governing the use of Neighborwoods.

Rules and regulations governing the use of Neighborwoods are outlined as follows:

(1) Hours of Public Use: Sunrise to Sunset.

(2) Rules:

- a. In order to preserve and protect the sensitive nature of this woodland area and its inhabitants, and for your own personal safety, please stay on designated trails.
- b. Trails are open to day hikers, pets, non-motorized bicycles, and wheeled conveyances necessary for handicapped persons. All other vehicles must use provided parking.
- c. Non-motorized bicycles must yield to pedestrian traffic.
- d. It shall be unlawful for any person to:
 1. Use or operate any motorized vehicle, including but not limited to: electric bicycles (E-bikes) of any class, electric or gasoline-powered motorcycles and mopeds, electric scooters (E-scooters), and all-terrain vehicles (ATVs) and golf carts within the boundaries of Neighborwoods Park, including trailways and pathways.
 2. Any other act that violates any federal, state, or local law or ordinance.
- e. The use of motorized vehicles operated by the Police Department, Public Works, or other city emergency services in the performance of official duties is permitted within the Neighborwoods Park.

3) The following signage with these rules shall be prominently posted in the Neighborwoods park area:

NEIGHBORWOODS

The City of Mandeville welcomes you to Neighborwoods.

We hope you enjoy your visit!

HOURS OF PUBLIC USE:

Sunrise to Sunset

In order to preserve the sensitive nature of this woodland area and its inhabitants, and for your own personal safety, please stay on designated trails.

Trails are open to day hikers, pets, non-motorized bicycles, and wheeled conveyances used by handicapped persons. Non-motorized bicycles must yield to pedestrians. All other vehicles must use the provided parking.

To ensure everyone's visit is pleasant, all City, Parish, and State laws and regulations must be followed.

NO E-Bikes, E-Scooters, or other motorized recreational vehicles are allowed on trails and pathways.

"Take nothing but pictures, and leave nothing but footprints"

In case of emergency please call 911

All other calls: (985) 626-9711

BE IT FURTHER ORDAINED, that the City Council of the City of Mandeville hereby adopts and amends the provisions of this Ordinance to be effective upon the Mayor's signature.

BE IT FURTHER ORDAINED, that the Clerk of this Council be and is hereby and is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this Ordinance.

NOW, THEREFORE, BE IT FURTHER ORDAINED, that the Mandeville Police Department and the Department of Public Works be authorized and empowered to create, install, and maintain necessary and proper signage in furtherance of this Ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAY:

ABSTENTIONS:

ABSENT:

And the ordinance was declared adopted this ____ day of June, 2026.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

ORD 26-23

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER _____ AND MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____ SECONDED FOR ADOPTION BY COUNCIL MEMBER _____.

ORDINANCE NO. 26-23

AN ORDINANCE OF THE COUNCIL OF THE CITY OF MANDEVILLE AMENDING SECTION 13-15 OF THE CODE OF ORDINANCES OF THE CITY OF MANDEVILLE, AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, Section. 13-15 of the Code of Ordinances of the City of Mandeville presently establishes rules and regulations governing the use of the Mandeville Trailhead, including restrictions on certain activities;

WHEREAS, the Mandeville Trailhead is a public-use facility intended to provide a safe and orderly environment for visitors, vendors, patrons, and residents;

WHEREAS, the City has received reports of unsafe conditions and uses at the Mandeville Trailhead involving the use of bicycles and electric bicycles in areas used by pedestrians, vendors, patrons, and other members of the public;

WHEREAS, it is necessary to clarify and refine the existing rules governing the use of the Mandeville Trailhead in order to promote public safety, the shared use of the facilities, and preserve public property;

WHEREAS, the City Council desires to amend Section 13-15 regarding the rules and regulations governing the Mandeville Trailhead and corresponding signage;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Mandeville that Section 13-15 of Code of Ordinances be amended as follows:

Sec. 13-15. - Rules and hours of public use of the Mandeville Trailhead.

Rules and regulations governing the use of the Mandeville Trailhead are outlined as follows:

- (1) Hours of public use: Monday—Sunday: 7:00 a.m. to 10:00 p.m.
- (2) It shall be unlawful for any person to do the following acts on the Mandeville Trailhead property:
 - a. Sitting or climbing on railings.
 - b. Use roller blades or roller skates.
 - c. Use skateboards.

- d. Use bicycles and electric bicycles.
 - e. Any other act that violates any federal, state, or local law or ordinance.
- (3) The following signage with these hours shall be prominently posted in the Mandeville Trailhead area:

MANDEVILLE TRAILHEAD

The City of Mandeville welcomes you to the Trailhead.

Please use it with care and follow the rules listed below:

HOURS OF PUBLIC USE

Monday—Sunday: 7:00 a.m. to 10:00 p.m.

No Sitting or Climbing on Railings

No Skateboards

No Roller Blades or Roller Skates

No Bicycles or Electric Bicycles

In case of emergency please call 911

All other calls, (985) 626-9711

BE IT FURTHER ORDAINED, that the City Council of the City of Mandeville hereby adopts and amends the provisions of this Ordinance to be effective upon the Mayor’s signature.

BE IT FURTHER ORDAINED, that the Clerk of this Council be and is hereby and is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this Ordinance.

NOW, THEREFORE, BE IT FURTHER ORDAINED, that the Mandeville Police Department and the Department of Public Works be authorized and empowered to create, install, and maintain necessary and proper signage in furtherance of this Ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAY:

ABSTENTIONS:

ABSENT:

And the ordinance was declared adopted this ____ day of June, 2026.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman



INTEROFFICE MEMO

TO: Alicia Watts
Elizabeth Sconzert

FROM: Alia Casborné

DATE: May 18, 2026

SUBJECT: Special Events Application Recommendations

Please find below the Special Events Applications received and recommended for Council approval by the Special Events Committee.

Mande Milkshakers

Applicant: Tina Rhinehart

Shakes & Shoes Sock Hop

Date/Time: Saturday, June 20, 2026 – 5:00 p.m -9:00 p.m.

Rain Date: N/A

Location: Mandeville Trailhead

Approval Requests:

- Council Permission to apply for ATC Permit

Contingencies:

- Council Approval to apply for ATC
- Police Detail Secured – Applicant will pay for detail
- Certificate of Insurance
- Fire Department Incident Action Plan (IAP)

Wednesday Run Club

Applicant: Brittany Pastor

Global Running Day

Date/Time: Wednesday, June 3, 2026 – 5:00 p.m -9:00 p.m.

Rain Date: N/A

Location: See Attached Map for race route, Mandeville Trailhead Afterparty

Approval Requests:

- Route Approval

Contingencies:

- Council Approval of Route
- Police Detail Secured – Applicant will pay for detail
- Certificate of Insurance
- Fire Department Incident Action Plan (IAP)

Old Mandeville Business Association (OMBA)

Applicant: Charles Guinchard

Old Mandeville Poker Run

Date/Time: Saturday, July 18, 2026 – 8:00 a.m -9:00 p.m.

Rain Date: Saturday, July, 25, 2026 (same times)

Location: Private Business Locations, Sunset Point, Trailhead

*See attached note for event details

Approval Requests:

- *Permission to apply for ATC Permit for the Trailhead*

Contingencies:

- Applicant reserves Sunset Point and Trailhead
- Police Detail Secured – Applicant will pay for detail
- Certificate of Insurance
- Fire Department Incident Action Plan (IAP)
- OMBA handles cleanup

City of Mandeville

Applicant: Alia Casborné

Light Up the Lake Concert/Fireworks Show

Date/Time: Saturday, July 4, 2026 - 6:00pm-9:00pm

Rain Date: N/A

Location: Lakeshore Drive (See Map)

Approval Requests:

- *Street Closure approval*
- *Barricade Usage*
- *Permission to apply for ATC Permit*

Contingencies:

- Police Detail Secured
- Fire Department Incident Action Plan (IAP)
- MPD installs “No Parking” signs
- MPD Installs barricades
- Public Works handles cleanup

Attachments

SHAKES AND SHOES



Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group Mande Milkshakers LLC
 Name of Authorized Representative Tina M Rhinehart Non-Profit/Tax-Exempt # 82-1035168
 Mailing Address 700 Carondelet St
 City Mandeville State LA Zip 70448
 Applicant Phone # 9857053375 Alt. Phone # _____
 E-Mail mandemilkshakers@gmail.com Application Fee Paid? YES NO

Name of Event: Shakes and Shoes Sock Hop
 Date(s) of Event: Day Saturday Date 10 / 20 / 20 Time 5p-9p. Rain Dates(s) n/a
 Event Location: Mandeville Trailhead

Type of Event: New Recurring
 Fundraiser Concert Race/Run/Walk Parade Wedding
 Festival, Carnival or Market Other: _____
 Description/Purpose of Event _____ Estimated Attendance _____

EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2	Is the event open to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4	Will you require barricades for the event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5	Are you requesting that Police be present during the event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
6	If you answered YES, to number 5, how many officers are you requesting		
7	If you are requesting Police, will they need to direct traffic?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8	Will alcohol be consumed, distributed, or sold at this event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9	Will food be distributed, prepared or sold at this event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10	Will there be canopies or tents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
11	Will there be vendor booths? Merchandise or product sales?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12	Are you planning to have inflatable attractions, games or rides?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
13	Will there be bleachers, stages, fencing or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No



14	Do you plan to provide portable toilets? * See Guidelines*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
15	Will there be security staff?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
16	Are you planning to have amplified sound?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
17	Will you need access to power or water? (please circle)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
18	Will there be any signs, banners, decorations, or special lighting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

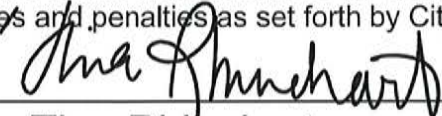
INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of the Insurance Certificate is to be included as an attachment to this application. The Insurance Certificate must be submitted to the City Clerk no later than 30-days prior to the event in order for the Special Events Permit to be issued.

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By: 

Printed Name: Tina Rhinehart

Organization Represented: Mande Milkshakers LLC

Office Held Captain Date 2/22/26

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.

MANDEVILLE TRAILHEAD STANDARD RENTAL AGREEMENT

This document, entered into this 5 day of March 2026, constitutes an Agreement between the City of Mandeville, hereinafter referred to as City, and Mande Milkshakers, hereinafter referred to as Renter or by Renters Authorized Representative, Tina Plunehart, For use of the Mandeville Trailhead located at 675 Lafitte Street, Mandeville, LA, for the specified event on the specified date and time, as indicated below. The Renter's contact information is: Address: 700 Coronadolet St; City: Mandeville State: LA Zip 70448 Phone or Cell Number: 985-705-3375; Email: mande.milkshakers@gmail.com.
Event: Shakes & Snobs Date: June 20, 2026 Time: 5 AM | PM to 9 AM | PM
sock hop Saturday

The Trailhead is to be notified at least 3 days prior to the rental date if cancellation becomes necessary. Failure to meet the 3-day cancellation requirement may result in forfeiture of all payments that have been made toward the rental. To cancel, please call the (985) 624-3147 during normal working hours (8:30 am – 4:30 pm).

The deposit reserves your date and serves as the damage/cleaning deposit. If there are no damages and the clean-up is satisfactory, the deposit will be refunded to the renter by check. Payment in-full is due no later than 2-weeks prior to the rental date. Failure to comply is subject to forfeiture of the deposit. Make checks or money orders payable to the "City of Mandeville".

PAYMENT RECORD:

Payment Date	Amount Paid	Indicate Cash or Check No.	Receipt #	Balance Due	Payment Deadline
	<u>\$300.00</u>	<u>e-check</u>		<u>450.00</u>	

NOTE: A \$25.00 FEE WILL BE CHARGED FOR ALL CHECKS RETURNED FOR INSUFFICIENT FUNDS.

The "Rental Guidelines" are included as part of this Rental Agreement. The Rental Guidelines provide details of the regulations and procedures for renting the Mandeville Trailhead. Renters are encouraged to thoroughly read these guidelines.

The Renter's signature below signifies that the Renter agrees to comply with the terms of this Agreement and to abide by the Rental Guidelines as set forth.

SIGNED: 
Renter or Authorized Representative


Authorized Agent for City of Mandeville

GLOBAL RUNNING DAY

City of Mandeville
675 Lafitte Street Mandeville,
LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group Wednesday Run Club
Name of Authorized Representative Brittany Pastor Non-Profit/Tax-Exempt # _____
Mailing Address 2145 McNamara Str
City Mandeville State LA Zip 70448
Applicant Phone # 504-982-8880 Alt. Phone # _____
E-Mail bcaronia@gmail.com Application Fee Paid? YES NO

Name of Event: Global Running Day
Date(s) of Event: Day wednesday Date 6/03/26 Time 5-9 Rain Dates(s) N/A
Event Location: Mandeville Trailhead

Type of Event: New Recurring
 Fundraiser Concert Race/Run/Walk Parade Wedding
 Festival, Carnival or Market Other: _____
Description/Purpose of Event free 5k - encourage walking/fitness Estimated Attendance 150

EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2	Is the event open to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4	Will you require barricades for the event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5	Are you requesting that Police be present during the event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
6	If you answered YES, to number 5, how many officers are you requesting		
7	If you are requesting Police, will they need to direct traffic?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8	Will alcohol be consumed, distributed, or sold at this event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
9	Will food be distributed, prepared or sold at this event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10	Will there be canopies or tents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
11	Will there be vendor booths? Merchandise or product sales?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12	Are you planning to have inflatable attractions, games or rides?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
13	Will there be bleachers, stages, fencing or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No



14	Do you plan to provide portable toilets? * See Guidelines*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
15	Will there be security staff?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
16	Are you planning to have amplified sound?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
17	Will you need access to power or water? (please circle)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
18	Will there be any signs, banners, decorations, or special lighting?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of the Insurance Certificate is to be included as an attachment to this application. The Insurance Certificate must be submitted to the City Clerk no later than 30-days prior to the event in order for the Special Events Permit to be issued.

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By: *Brittany Pastor*
 Printed Name: Brittany Pastor
 Organization Represented: wednesday Runclub
 Office Held owner Date 5-5-20

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

Fee received Date 5/18/26

Certificate of Insurance? YES _____ NO _____ To be updated

	DEPARTMENTAL EXPENSES	INITIALS
Police Department	<u>\$ 260</u>	<u>Capt. Lord</u>
Fire District #4	<u>FD will provide IAP</u>	<u>Capt. Norbert</u>
Public Works	<u>Run club will cleanup</u>	<u>Alia C.</u>
TOTAL COSTS	<u>\$ 260</u>	

Recommendation of Special Events Committee:

10 after 5p-9p. Trail head to Lakeshore & Jackson
Continued
\$ 65 4 hours.

Approved:

L. Clay Madden
Mayor Clay Madden

5-17-26
Date

City Council Approval

Alcohol Permit:

_____ Yes _____ No Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

_____ Yes _____ No Date Approved: _____

MANDEVILLE TRAILHEAD STANDARD RENTAL AGREEMENT

This document, entered into this 5th day of May, 2026, constitutes an Agreement between the City of Mandeville, hereinafter referred to as City, and Wednesday Run Club, hereinafter referred to as Renter or by Renters Authorized Representative, WRC, For use of the Mandeville Trailhead located at 675 Lafitte Street, Mandeville, LA, for the specified event on the specified date and time, as indicated below. The Renter's contact information is: Address: 245 McNamee Sr.; City: Mandeville State: LA Zip: 70448 Phone or Cell Number: 504-982-8880; Email: bcaronia@gmail.com Event: Global Running Day Date: 6-3-26 Time: 5 AM | PM to 9 AM | PM

The Trailhead is to be notified at least 3 days prior to the rental date if cancellation becomes necessary. Failure to meet the 3-day cancellation requirement may result in forfeiture of all payments that have been made toward the rental. To cancel, please call the (985) 624-3147 during normal working hours (8:30 am – 4:30 pm).

The deposit reserves your date and serves as the damage/cleaning deposit. If there are no damages and the clean-up is satisfactory, the deposit will be refunded to the renter by check. Payment in-full is due no later than 2-weeks prior to the rental date. Failure to comply is subject to forfeiture of the deposit. Make checks or money orders payable to the "City of Mandeville".

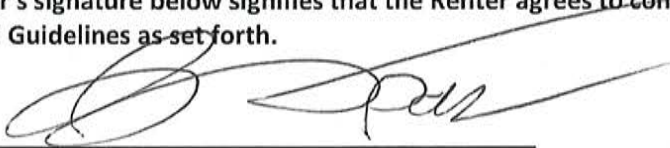
PAYMENT RECORD:


Payment Date	Amount Paid	Indicate Cash or Check No.	Receipt #	Balance Due	Payment Deadline
				450 ⁰⁰	

NOTE: A \$25.00 FEE WILL BE CHARGED FOR ALL CHECKS RETURNED FOR INSUFFICIENT FUNDS.

The "Rental Guidelines" are included as part of this Rental Agreement. The Rental Guidelines provide details of the regulations and procedures for renting the Mandeville Trailhead. Renters are encouraged to thoroughly read these guidelines.

The Renter's signature below signifies that the Renter agrees to comply with the terms of this Agreement and to abide by the Rental Guidelines as set forth.

SIGNED:  Renter or Authorized Representative

SIGNED:  Authorized Agent for City of Mandeville



Mandeville 5K Loop V2

ROUTE INFORMATION



ROUTE LENGTH 3.187 miles

ASCENT 36 ft

DESCENT 36 ft

HILLS ⬆️ 17.9% | ⬇️ 16.1% | ➡️ 66.1%

TERRAIN Off-Road 🌲

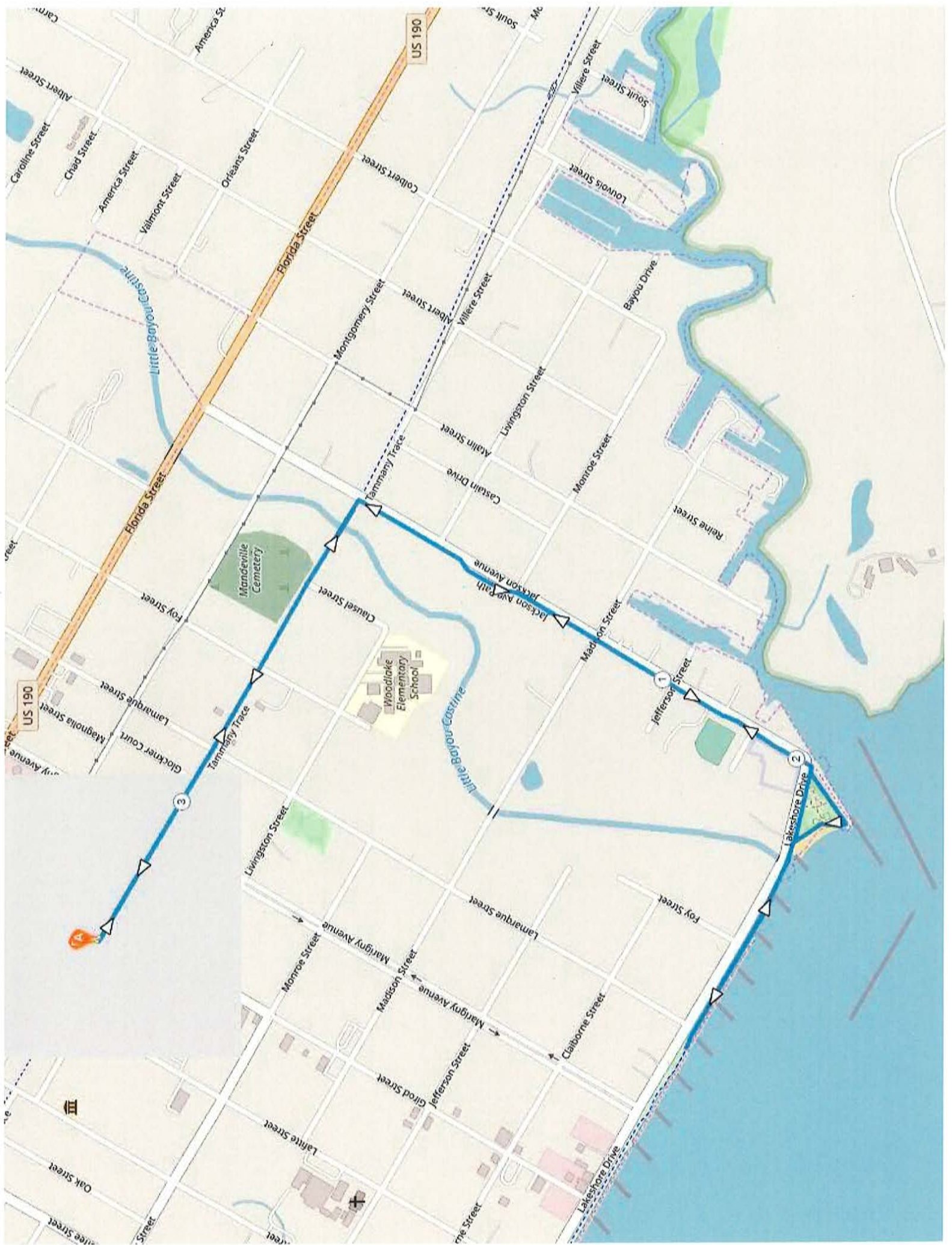
START LAT: 30.360999, LNG: -90.063582



NOTES

ROUTE DIRECTIONS

No	Miles	Turn	Directions
1	0.000		Start on Tammany Trace
2	0.586	→	Turn right onto Jackson Ave Path
3	1.211	←	Turn left
4	1.282	→	Turn right
5	1.351	↖	Turn slight left
6	1.439	→	Turn right
7	1.800	←	Turn left
8	1.888		Keep left
9	2.596	←	Turn left onto Tammany Trace
10	3.187		FINISH



POKER RUN

City of Mandeville
675 Lafitte Street Mandeville,
LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group Old Mandeville Business Association (OMBA)
Name of Authorized Representative Charles Guinchard Non-Profit/Tax-Exempt # _____
Mailing Address 635 Carroll Street
City Mandeville State LA Zip 70448
Applicant Phone # 504-666-5347 Alt. Phone # _____
E-Mail board@oldmandevillebusiness.com Application Fee Paid? YES NO

Name of Event: Old Mandeville Poker Run
Date(s) of Event: Day 7/18/26 Date Saturday Time 8AM-9PM Rain Dates(s) 7/25/2026
Event Location: Mandeville Trailhead / Sunset Point / Private Business Property

Type of Event: New Recurring
 Fundraiser Concert Race/Run/Walk Parade Wedding
 Festival, Carnival or Market Other: _____
Description/Purpose of Event Get locals into local businesses via cardgame Estimated Attendance 500

EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
2	Is the event open to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
4	Will you require barricades for the event?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5	Are you requesting that Police be present during the event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6	If you answered YES, to number 5, how many officers are you requesting	<u>2</u>	
7	If you are requesting Police, will they need to direct traffic?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
8	Will alcohol be consumed, distributed, or sold at this event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9	Will food be distributed, prepared or sold at this event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10	Will there be canopies or tents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
11	Will there be vendor booths? Merchandise or product sales?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12	Are you planning to have inflatable attractions, games or rides?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
13	Will there be bleachers, stages, fencing or other structures?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

City of Mandeville
675 Lafitte Street
Mandeville, LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

14	Do you plan to provide portable toilets? * See Guidelines*	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
15	Will there be security staff?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
16	Are you planning to have amplified sound?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
17	Will you need access to power or water? (please circle)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
18	Will there be any signs, banners, decorations, or special lighting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
3. If alcohol is being served, please complete the City Liquor License Application and Appendix A to include with the application. The City permit is required to apply for the State permit.
4. A Site Plan MUST be included with the application illustrating a detailed layout of the event, showing the precise location of stages, tents, power, food vendors, alcohol sales, portable toilets, etc. Run/Walk events also require a detailed map indicating the route to be taken, where safety personnel will be stationed, and the location of temporary traffic control personnel (if applicable).

INSURANCE/INDEMNITY

The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of the Insurance Certificate is to be included as an attachment to this application. The Insurance Certificate must be submitted to the City Clerk no later than 30-days prior to the event in order for the Special Events Permit to be issued.

.....

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By: Charles Guinchard
Printed Name: Charles Guinchard
Organization Represented: Old Mandeville Business Association
Office Held President Date 7/22/2026

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

Fee received Date _____

Certificate of Insurance? YES NO _____ *on file*

	DEPARTMENTAL EXPENSES	INITIALS
Police Department	<u>\$400.00</u>	<u>Capt. Mazza</u>
Fire District #4	<u>IAP from Fire District</u>	<u>Capt. Trabona</u>
Public Works	<u>N/A - OMBA will cleanup</u>	<u>AC</u>
TOTAL COSTS	<u>\$400</u>	

Recommendation of Special Events Committee:

2 police officers, 4 hours @ \$50/hr = \$400
OMBA will cleanup after the event.

Approved:

L. Clay Madden
Mayor Clay Madden

5-17-26
Date

City Council Approval

Alcohol Permit:

_____ Yes _____ No Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

_____ Yes _____ No Date Approved: _____

**Old Mandeville Poker Run
Special Event Application**

Additional Information:

- The Old Mandeville Poker Run is a new event by the Old Mandeville Business Association
- This event is open to the public with a fee to participate
- Participants will draw a card at 7 "Poker Stops" throughout Old Mandeville
- 6 Poker Stops are private businesses, all activities at these stops will occur on private property
- 1 Poker Stop will be located at Sunset Point under the pavilion.
- Participants must follow all applicable traffic regulations when moving between Poker Stops
- No street closures are requested
- Alcohol will be served at the trailhead afterparty
- All trash will be removed from the trailhead and sunset point by OMBA
- All setup and takedown will occur the day of the event
- Portable restrooms will NOT be used
- OMBA will procure an ATC Liquor Permit
- Trailhead afterparty attendance and layout will mirror the City's Mandeville Live Outdoor Concert Series events.

Attached

- Sunset Point Park Reservation
- Trailhead Rental Application



MANDEVILLE POLICE DEPARTMENT

Special Event Addendum

Special Events requiring a Police presence are either paid by the Event at a detail rate, or in rare instances, are paid by the City after approval by the Mayor and/or Council. In order to facilitate your Special Event application, please answer the following questions:

1. Beginning and end time of event: 5p-9p

2. Location of event: Trailhead

3. Will the event take place on a public roadway? YES NO

4. Are you requesting public streets be blocked off? YES NO

5. Are you requesting that Police be present during the event? YES NO

6. Are you paying for a Police detail? YES NO

7. If you answered yes to number 6, how many officers? 2

8. Name and contact number of Event official?

4 hours @ \$50/hr = \$400.

9. Will alcoholic beverages be present? YES NO

10. Expected number of people at event? 500

- Renters are responsible for removing any litter (plates, cups, napkins, cans, etc.) that their guests might leave on the grounds, parking lot areas, sidewalks, etc. The deposit may be forfeited if the interior and/or exterior of the Trailhead are not cleaned to the satisfaction of the on-duty staff person.
- Renters are obligated to abide by the provisions of the signed rental agreement and these Rental Guidelines.

MANDEVILLE TRAILHEAD STANDARD RENTAL AGREEMENT

This document, entered into this 22 day of April 2026, constitutes an Agreement between the City of Mandeville, hereinafter referred to as City, and Old Mandeville Business Association, hereinafter referred to as Renter or by Renters Authorized Representative, Charles Guinchard, For use of the Mandeville Trailhead located at 675 Lafitte Street, Mandeville, LA, for the specified event on the specified date and time, as indicated below. The Renter's contact information is: Address: 635 Carroll Street; City: Mandeville State: LA Zip 70448 Phone or Cell Number: 504-666-5347; Email: board@OldMandevilleBusiness.com.
 Event: Old Mandeville Poker Run Date: July 18, 2026 Time: 3:00PM to 9:00PM

The Trailhead is to be notified at least 3 days prior to the rental date if cancellation becomes necessary. Failure to meet the 3-day cancellation requirement may result in forfeiture of all payments that have been made toward the rental. To cancel, please call the (985) 624-3147 during normal working hours (8:30 am – 4:30 pm).

The deposit reserves your date and serves as the damage/cleaning deposit. If there are no damages and the clean-up is satisfactory, the deposit will be refunded to the renter by check. Payment in-full is due no later than 2-weeks prior to the rental date. Failure to comply is subject to forfeiture of the deposit. Make checks or money orders payable to the "City of Mandeville".

PAYMENT RECORD:

Payment Date	Amount Paid	Indicate Cash or Check No.	Receipt #	Balance Due	Payment Deadline
				\$450	

NOTE: A \$25.00 FEE WILL BE CHARGED FOR ALL CHECKS RETURNED FOR INSUFFICIENT FUNDS.

The "Rental Guidelines" are included as part of this Rental Agreement. The Rental Guidelines provide details of the regulations and procedures for renting the Mandeville Trailhead. Renters are encouraged to thoroughly read these guidelines.

The Renter's signature below signifies that the Renter agrees to comply with the terms of this Agreement and to abide by the Rental Guidelines as set forth.

SIGNED: Charles Guinhard
Renter or Authorized Representative

Alia Carbone
Authorized Agent for City of Mandeville

City of Mandeville
3090 E. Causeway Approach
Mandeville, LA 70448



acasborne@cityofmandeville.com
Telephone: (985) 624-3147
Fax: (985) 624-3149

Mayor Clay Madden

FACILITIES (PARKS) USAGE APPLICATION

Name of Applicant Old Mandeville Business Association Date: 4-22-2026
Mailing Address 635 Carroll St
City Mandeville State LA Zip 70448
Daytime Phone # _____ Cell Phone # 504-666-5347
E-Mail board@oldmandevillebusiness.com

Date of Event: 07 / 18 / 2026 Start Time: 8:00AM End Time: 4:00PM
Type of Event: Wedding/Gathering (Other) Est. Attendance 500, not at once

Event Location: Carroll St. Gazebo/Lakeshore Drive (No food or drinks allowed) – Max 25
 Sunset Point (No alcohol or glass containers)

Rental is \$150 with at \$50 deposit to reserve.

Event Details (if applicable): This is one location for the Old Mandeville Poker Run
Music, refreshments and activities will be available as poker run participants visit the station
throughout the day. This is one of seven locations in Old Mandeville.

** Site plan must be included detailing layout of event

- The event location must be restored to original condition within one (1) hour after event.
- \$500 fine will be charged if event location is not restored to original condition.

I certify the above information is true and correct to the best of my knowledge. I understand that the City of Mandeville is authorized to suspend or revoke a permit under the provisions of its Municipal Code wherever a permit or license is issued in error or on the basis of incorrect, inaccurate or any false statement or misrepresentation, or in violation of any ordinance or regulation of any of the provisions of the City of Mandeville Municipal Code, or the Comprehensive Zoning Ordinance. Fines and penalties will be assessed.

Applicant Signature: Charles Quinchar Date: 04/22/2026

LIGHT UP THE LAKE

City of Mandeville
675 Lafitte Street Mandeville,
LA 70448



www.cityofmandeville.com
Telephone: (985) 624-3127 or 624-3147
Fax: (985) 624-3128

Mayor Clay Madden

SPECIAL EVENT PERMIT APPLICATION

Name of Organization or Group City of Mandeville
Name of Authorized Representative Alia Casborné Non-Profit/Tax-Exempt # _____
Mailing Address 675 Lafitte Street
City Mandeville State LA Zip 70448
Applicant Phone # 985-624-3147 Alt. Phone # 985-630-0440
E-Mail acasborne@cityofmandeville.com Application Fee Paid? YES NO

Name of Event: Light Up the Lake: An Independence Day Celebration & Parade
Date(s) of Event: Day Friday Date 07/04/26/ Time 6:00 pm Rain Dates(s) _____
Event Location: Mandeville Lakefront

Type of Event: New Recurring
 Fundraiser Concert Race/Run/Walk Parade Wedding
 Festival, Carnival or Market Other: _____
Description/Purpose of Event Free Community Concert and Fireworks Show Estimated Attendance 5000

EVENT DETAILS - Check all that apply:

1	Are patron admission, entry or participant fees charged?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2	Is the event open to the public?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3	Are Street Closures Requested? If yes, please contact Mandeville Police Dept.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
4	Will you require barricades for the event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
5	Are you requesting that Police be present during the event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
6	If you answered YES, to number 5, how many officers are you requesting		
7	If you are requesting Police, will they need to direct traffic?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
8	Will alcohol be consumed, distributed, or sold at this event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
9	Will food be distributed, prepared or sold at this event?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
10	Will there be canopies or tents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
11	Will there be vendor booths? Merchandise or product sales?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
12	Are you planning to have inflatable attractions, games or rides?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
13	Will there be bleachers, stages, fencing or other structures?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No



14	Do you plan to provide portable toilets? * See Guidelines*	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
15	Will there be security staff?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
16	Are you planning to have amplified sound?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
17	Will you need access to power or water? (please circle)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
18	Will there be any signs, banners, decorations, or special lighting?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

1. If "Yes" is checked for any of the Event Detail questions, please refer to the Special Events Guidelines for instructions.
2. If police presence is required, contact Mandeville Police Department at (985) 626-9711 to reserve a Police Detail.
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INSURANCE/INDEMNITY

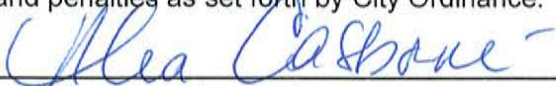
The City of Mandeville requires a minimum \$1,000,000 liability insurance certificate with an insurer that is acceptable to the City of Mandeville, with an AA-@ or better rating, authorized to do business in the State of Louisiana, and naming the City of Mandeville as an additional insured. A copy of the Insurance Certificate is to be included as an attachment to this application. The Insurance Certificate must be submitted to the City Clerk no later than 30-days prior to the event in order for the Special Events Permit to be issued.

.....

The Mayor of Mandeville has the right to revoke any permit application or permit. The applicant shall comply with all permit directions and conditions, and with applicable laws and ordinances. The event organizer or other authorized representative heading such activity shall carry the permit upon his person during the conduction of the event.

The undersigned applicant, by signature below, shall hold harmless the City of Mandeville, its officers, agents, and employees and shall indemnify and, if requested, defend the City, its officers, agents, and employees for any claim or injury to property or persons that may arise as a result of any activity which may arise from operations under or in connection with the permit.

The undersigned has read and submitted the completed application, including all required attachments and documentation. The applicant or applicant's representative has read the Special Events Guidelines and agrees to comply with the terms and conditions as defined therein. Failure to comply with these terms and conditions is subject to fines and penalties as set forth by City Ordinance.

Signed By: 
 Printed Name: Alia Casborné
 Organization Represented: City of Mandeville
 Office Held Director Date 5/14/20

Please email completed application to acasborne@cityofmandeville.com.

Thoroughly read the information outlined in the Special Events Guidelines and throughout this Application.



SPECIAL EVENTS DEPARTMENT USE ONLY

Any expenses required of the event organizer must be paid in advance at least 30 days prior to event date.

Fee received Date on file

Certificate of Insurance? YES NO on file

DEPARTMENTAL EXPENSES

INITIALS

Police Department

TBD

Kal Miazza

Fire District #4

Chief Trabona (IAP)

AC

Public Works

TBD

Keth LaGrange

TOTAL COSTS

Recommendation of Special Events Committee:

Police rate will depend on overtime rates. Kal Miazza to provide an estimated rate.

Approved:

[Signature]

Mayor Clay Madden

5-14-26

Date

City Council Approval

Alcohol Permit:

_____ Yes _____ No

Date Approved: _____

Waiver of Lakefront Food & Drink Ordinance:

_____ Yes _____ No

Date Approved: _____

City of Mandeville
3101 East Causeway Approach
Mandeville, Louisiana 70448
985-624-3147 985-624-3149 Fax

****SPECIAL EVENTS (3-DAY)****
LIQUOR LICENSE APPLICATION

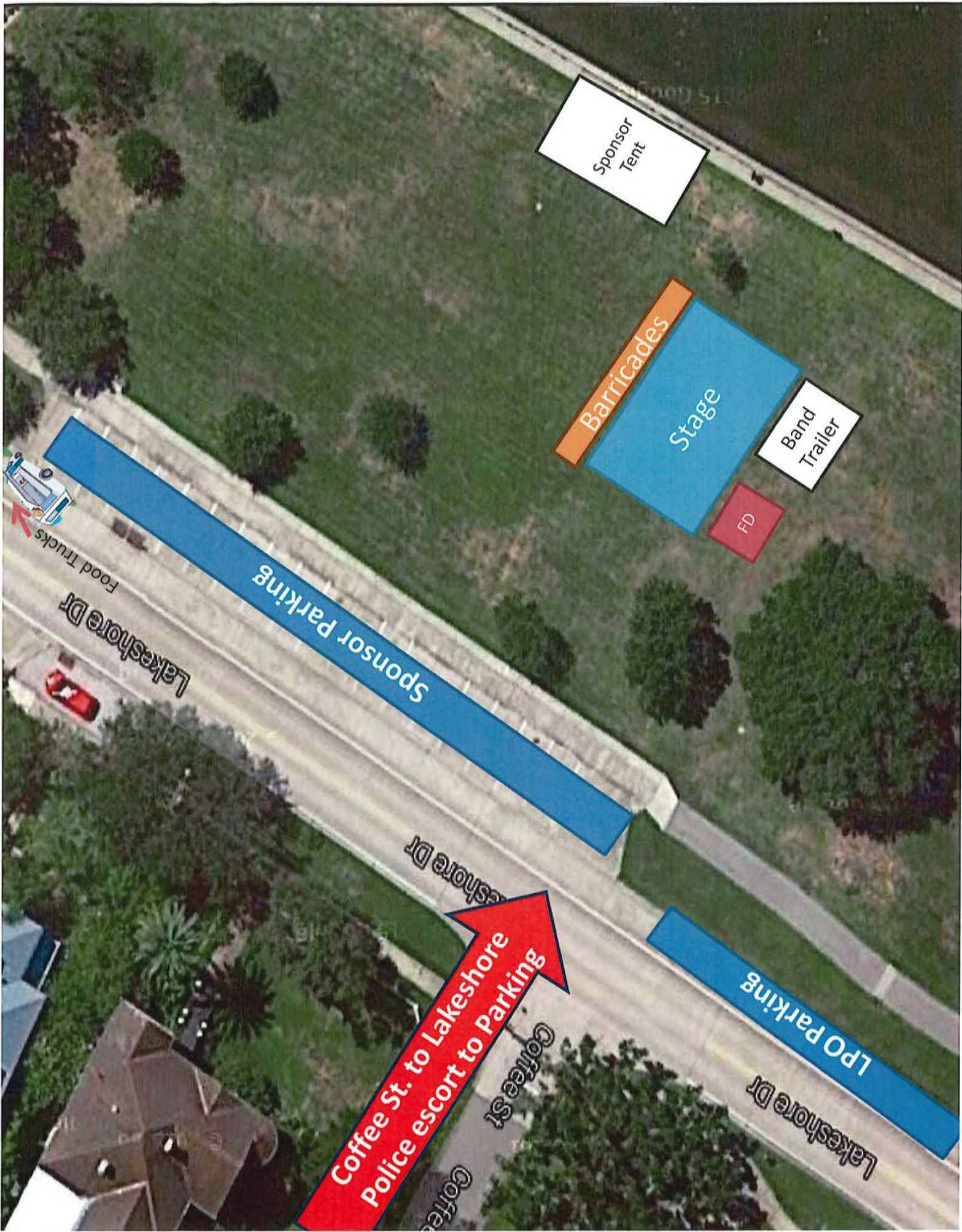
1. Liquor license to be issued to: City of Mandeville
 2. Legal name(s): Individual, Partners, or Corporation _____
 3. Apply for: Class "A" ___ Class "B" / High Content ___ Low Content ___ / Restaurant ___
 4. Business location address: Mandeville Lakefront
 5. Mailing address: Lake Shore Drive
 6. Contact Person: Ana Cashborne
 Phone Number (825) 624-3147 E-Mail Address: acashborne@cityofmandeville.com
 Fax Number () _____ Web Address: Cityofmandeville.com
 7. Type of organization:
 Individual Partnership Corporation Non-Profit LLP LLC Other Municipality
(If individual complete line A only)
 8. If a Corporation, LLC, LLP, or Partnership, supply name, title, social security #, home address and telephone # of all officers, members, managers, partners, agents or other representative. The list of names below should each furnish a notarized Schedule "A".
- | A | Name | Title | SSN | % Owned |
|---|------------------|----------------|-------------------|---------|
| | Resident Address | City State Zip | Home Phone Number | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
9. Is this application by a new owner to take over an existing business that has been selling liquor regularly and continuously to the present time? NO If yes, list. N/A
- | Trade name | Owner's name | address | License # |
|------------|--------------|---------|-----------|
| | | | |
10. Does applicant hold State or City of Mandeville liquor license for current year at any other location? NO If yes: Name N/A Location: N/A
 11. Has applicant applied for state liquor license? NO
 12. Has the applicant ever been denied a state or local liquor license? NO
 13. Is premise located in an area where the sale of liquor is prohibited by local or state laws? NO
 13. Is applicant the owner of the premises to be occupied? YES If no, does applicant hold a bona fide written lease? N/A (Supply copy of lease with application.)
 14. If premises leased, give name and address of lesser. N/A
 15. Describe the part of the building to be occupied by business: N/A
 16. Open date for this location July 4, 2020
 17. Describe in detail your business. i.e.: Type of sales, activity, or service you perform:
Liquor permit to cover event sales.

An original approved Sales Tax Clearance Certificate must be attached to the application, requested from the St. Tammany Parish Sales Tax Department (form attached).

I affirm that the information given on this application is true and correct.

Signature of Applicant Ana Cashborne Title: Director

Signature of Preparer _____ Date _____



Sponsor Tent

Barricades

Stage

Band Trailer

FD

Sponsor parking

LPO parking

Coffee St. to Lakeshore
Police escort to parking

Food Trucks

Lakeshore Dr

Lakeshore Dr

Coffee St

Lakeshore Dr

Coffee St

TASKORDER NOS. 2-4

SECTION 00625
Certificate of Substantial Completion

Project: 2024 Water & Sewer Maintenance	
Owner: City of Mandeville	Owner's Project No.: 211.21.003/212.21.003
Contractor: Subterranean Construction, LLC	Engineer's Project No.: 576-2003.02

This definitive Certificate of Substantial Completion applies to:

- All Work under the Contract Documents: The following specified portions of the Work:

Task Order 2

April 27, 2026

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A definitive list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

- Amended Responsibilities Not Amended

Owner's Amended Responsibilities:

Contractor's Amended Responsibilities:

The following documents are attached to and made part of this Certificate:

Punch List

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

Buster Lyons...

May 18, 2026

Executed by Engineer

Date

Accepted by Contractor

Date

Accepted by Owner

Date

Punch List:

Unless otherwise noted below all Punch List items pertaining to Task Order No. 2 have been completed throughout the task order. Task Order No. 2 included the general repair of sewer collection systems, including but not limited to sewer gravity main point repairs; sewer service (laterals) connections and/or point repairs; root removal in sewer lines; sewer cleanouts; cleaning, inspection & CIPP lining of sewer mains and laterals; by-pass pumping; restoration of paved sections; installation of topsoil and sod; traffic maintenance aggregate; traffic control; and other incidentals thereto on as needed or emergency basis throughout the City for locations identified as part of Phase II of the City's Sanitary Sewer Evaluation Study (SSES) project.

SECTION 00625
Certificate of Substantial Completion

Project: 2024 Water & Sewer Maintenance

Owner: City of Mandeville

Owner's Project No.: 211.21.003/212.21.003

Contractor: Subterranean Construction, LLC

Engineer's Project No.: 576-2003.02

This definitive Certificate of Substantial Completion applies to:

- All Work under the Contract Documents: The following specified portions of the Work:

Task Order 3

April 27, 2026

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A definitive list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

- Amended Responsibilities Not Amended

Owner's Amended Responsibilities:

Contractor's Amended Responsibilities:

The following documents are attached to and made part of this Certificate:

Punch List

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

Buster Lyons...

May 18, 2026

Executed by Engineer

Date

Accepted by Contractor

Date

Accepted by Owner

Date

Punch List:

Unless otherwise noted below all Punch List items pertaining to Task Order No. 3 have been completed throughout the task order. Task Order No. 3 consisted of CIPP lining of sewer mains and laterals, inclusive of mobilization (if applicable), sewer system cleaning and inspections, root removal, lateral/service connection trimming, and other incidentals associated with the authorized CIPP lining work along the below segments.

- Coffee Street (Villere-Jefferson) – 10” main
- Carroll Street (Monroe to Woodrow) – 8” main
- Oak Street (Monroe to Villere) – 8” main

SECTION 00625
Certificate of Substantial Completion

Project: 2024 Water & Sewer Maintenance

Owner: City of Mandeville

Owner's Project No.: 211.21.003/212.21.003

Contractor: Subterranean Construction, LLC

Engineer's Project No.: 576-2003.02

This definitive Certificate of Substantial Completion applies to:

- All Work under the Contract Documents: The following specified portions of the Work:

Task Order 4

April 30, 2026

Date of Substantial Completion

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Project or portion thereof designated above is hereby declared and is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below.

A definitive list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance and warranties shall be as provided in the Contract Documents except as amended as follows:

- Amended Responsibilities Not Amended

Owner's Amended Responsibilities:

Contractor's Amended Responsibilities:

The following documents are attached to and made part of this Certificate:

Punch List

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

Buster Lyons...

May 18, 2026

Executed by Engineer

Date

Accepted by Contractor

Date

Accepted by Owner

Date

Punch List:

Unless otherwise noted below all Punch List items pertaining to Task Order No. 4 have been completed throughout the task order. Task Order No. 4 consisted of general repairs to the water distribution and sewer collection systems, including but not limited to replacement and/or point repairs of sewer and water mains; water and sewer service (lateral) connections installation and/or repairs; installation, adjustment, and/or rehabilitation of manholes; installation of manhole inserts; installation of gate valves & valve boxes, tapping sleeves & valve assemblies, and insertion valves; installation of transition couplings; installation fire hydrants and/or hydrant extensions; installation of curb stops; installation of meter boxes; root removal in sewer lines; sewer cleanouts; cleaning, inspection & CIPP lining of sewer mains and laterals; well-point set-up; by-pass pumping; restoration of paved sections; installation of topsoil and sod; and other incidentals thereto on as needed or emergency basis throughout the City.

Note: All other pending Task Order No. 4 scope items will be completed under subsequently issued Task Orders.

RES 26-18

THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER _____; MOVED FOR ADOPTION BY COUNCIL MEMBER _____ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

RESOLUTION NO. 26-18

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE
AUTHORIZING THE MAYOR OF THE CITY OF MANDEVILLE TO EXECUTE
AN AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF
MANDEVILLE AND MARK J. MANSFIELD**

WHEREAS, Mr. Mark J. Mansfield is an attorney duly authorized and licensed to practice law in the Courts of Louisiana;

WHEREAS, Mr. Mark J. Mansfield is well suited to serve as the City’s Magistrate; and,

WHEREAS, the Mandeville City Council desires to contract with Mr. Mark J. Mansfield for the purposes of serving as the City’s Magistrate as set forth in the Scope of Services Agreement attached hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mandeville, hereby authorizes and empowers the Mayor of the City to execute an agreement for professional services with Mr. Mark J. Mansfield in accordance with the Professional Services Agreement attached hereto and made a part hereof as if set out in full.

With the above resolution having been properly introduced and duly seconded, the vote was as follows:

AYES:
NAYS:
ABSTENTIONS:
ABSENT:

and the resolution was declared adopted this 14th day of May, 2026.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

RES 26-19

THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER _____; MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

RESOLUTION NO.26-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AUTHORIZING TRAVEL EXPENSES FOR HISTORIC PRESERVATION DISTRICT COMMISSION MEMBERS BILL BARRY, JEFF BERNARD, KAREN MCINNIS, AND LEAH QUINN TO ATTEND THE 2026 NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS FORUM CONFERENCE IN MINNEAPOLIS, MN FROM JULY 22- JULY 26, 2026 AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, On September 11, 2008 the Mandeville City Council Approved Ordinance No.08-37, revised through Ordinance 13-02, which adopted travel policies for all City of Mandeville employees, non- classified employees, and elected officials; and

WHEREAS, Section “H”, General Specifications, Department Policies, of the Travel Policy requires that out-of-state travel expenses for any member of the City Council or any member of standing boards and/or commissions of the City be authorized by resolution of the City Council in a public meeting; and

WHEREAS, Historic Preservation District Commission Members Bill Barry, Jeff Bernard, Karen McInnis, and Leah Quinn desire to attend the 2026 National Alliance of Preservation Commissions Forum Conference Minneapolis, Mn July 22-26,2026.

WHEREAS, Travel expenses include hotel, conference registration fees and airfare.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the City Council of the City of Mandeville in regular session assembled on the day of May 28, 2026 that the travel expenses be authorized and approved for Historic Preservation District Commission Members Bill Barry, Jeff Bernard, Karen McInnis, and Leah Quinn to attend the 2026 National Alliance of Preservation Commissions Forum Conference in Minneapolis, MN from July 22-26, 2026

With the above resolution having been properly introduced and duly seconded, the vote was as follows:

AYES:

NAYS:

ABSENT:

ABSTENTIONS:

And the resolution was declared adopted this _____ day of _____ 2026

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman



City of Mandeville
 3101 E Causeway Approach
 Mandeville, LA 70448
 985-626-3144

Travel Expense Statement

Employee Traveling:

John "Jeff" Bernard

Conference/Seminar Name: *Attach Agenda*

NAPC Forum 2026

Dates of Conference/Training:

July 22 - 26, 2026

Location: (City, State):

Minneapolis, MN

Date and Time of Departure from Mandeville:

7/21/26 @ 2:30 pm

Date and Time of Return:

7/26/26 @ 5:00 pm

Description	Required Document	Amount	# of Nights	Prepaid	Total
Registration Fees	<i>Receipt</i>	\$470.00		\$470.00	\$0.00
Hotel	<i>Confirmation</i>	\$279.68	5		\$1,398.39
Mileage (.725/mile)	<i>Travel Map</i>	68.60			\$49.74
Parking Fees	<i>Receipt</i>				\$0.00
Tolls	<i>Receipt</i>				\$0.00
Airfare	<i>Confirmation</i>	\$408.80			\$408.80
Airline Baggage Fees	<i>Receipt</i>				\$0.00
Airport Shuttle	<i>Receipt</i>				\$0.00
Taxi/Uber at Conference	<i>Receipt</i>				\$0.00
Other Transportation	<i>Receipt</i>				\$0.00
Tips (other than meals)	<i>Receipt</i>				\$0.00
Other Expenses	<i>Receipt</i>				\$0.00
Click here for GSA website per diem rates. Apply rates below.	Amount	Number of Meals	Total per Diem per Meal	Total Per Diem	
Breakfast	\$23.00	5	\$115.00		
Lunch	\$26.00	5	\$130.00		
Dinner	\$38.00	5	\$190.00		
				Total Travel Expenses	\$2,761.93
				Prepaid Expenses	\$470.00
				Check Request Amount	\$2,291.93
				Refund / Balance Due	\$0.00

After completion, forward TES form to supervisor for approval and return to Finance Department for processing.

I hereby certify that this Travel Expense Statement is in accordance with all travel regulations of the City of Mandeville.

Signature of Traveler

Date:

Out of State Travel: Yes / No
 City Council Approval: Yes / No
 Check for Registration Issued: Yes / No

Supervisor Approval: _____ Date: _____

Finance Director Approval: _____ Date: _____



City of Mandeville
 3101 E Causeway Approach
 Mandeville, LA 70448
 985-626-3144

Travel Expense Statement

Employee Traveling:
 Conference/Seminar Name: *Attach Agenda*
 Dates of Conference/Training:
 Location: (City, State):
 Date and Time of Departure from Mandeville:
 Date and Time of Return:

Karen McInnis
 NAPC Forum 2026
 July 22 - 26, 2026
 Minneapolis, MN
 7/21/26 @ 12:00 pm
 7/27/26 @ 11:00 pm

Description	Required Document	Amount	# of Nights	Prepaid	Total
Registration Fees	Receipt	\$655.00		\$655.00	\$0.00
Hotel	Confirmation	\$279.68	6		\$1,678.07
Mileage (.725/mile)	Travel Map	68.60			\$49.74
Parking Fees	Receipt				\$0.00
Tolls	Receipt				\$0.00
Airfare	Confirmation	\$960.38			\$960.38
Airline Baggage Fees	Receipt				\$0.00
Airport Shuttle	Receipt				\$0.00
Taxi/Uber at Conference	Receipt				\$0.00
Other Transportation	Receipt				\$0.00
Tips (other than meals)	Receipt				\$0.00
Other Expenses	Receipt				\$0.00
Click here for GSA website per diem rates. Apply rates below.	Amount	Number of Meals	Total per Diem per Meal	Total Per Diem	
Breakfast	\$23.00	6	\$138.00		
Lunch	\$26.00	6	\$156.00		
Dinner	\$38.00	7	\$266.00		
				Total Travel Expenses	\$3,903.18
				Prepaid Expenses	\$655.00
				Check Request Amount	\$3,248.18
				Refund / Balance Due	\$0.00

After completion, forward TES form to supervisor for approval and return to Finance Department for processing.

I hereby certify that this Travel Expense Statement is in accordance with all travel regulations of the City of Mandeville.

Signature of Traveler

Date:

Out of State Travel: Yes / No
 City Council Approval: Yes / No
 Check for Registration Issued: Yes / No

Supervisor Approval: _____ Date: _____

Finance Director Approval: _____ Date: _____



City of Mandeville
 3101 E Causeway Approach
 Mandeville, LA 70448
 985-626-3144

Travel Expense Statement

Employee Traveling:

Elizabeth "Leah" Quinn

Conference/Seminar Name: *Attach Agenda*

NAPC Forum 2026

Dates of Conference/Training:

July 22 - 26, 2026

Location: (City, State):

Minneapolis, MN

Date and Time of Departure from Mandeville:

7/21/26 @ 2:30 pm

Date and Time of Return:

7/26/26 @ 5:00 pm

Description	Required Document	Amount	# of Nights	Prepaid	Total
Registration Fees	<i>Receipt</i>	\$515.00		\$515.00	\$0.00
Hotel	<i>Confirmation</i>	\$279.68	5		\$1,398.39
Mileage (.725/mile)	<i>Travel Map</i>	68.60			\$49.74
Parking Fees	<i>Receipt</i>				\$0.00
Tolls	<i>Receipt</i>				\$0.00
Airfare	<i>Confirmation</i>	\$696.80			\$696.80
Airline Baggage Fees	<i>Receipt</i>				\$0.00
Airport Shuttle	<i>Receipt</i>				\$0.00
Taxi/Uber at Conference	<i>Receipt</i>				\$0.00
Other Transportation	<i>Receipt</i>				\$0.00
Tips (other than meals)	<i>Receipt</i>				\$0.00
Other Expenses	<i>Receipt</i>				\$0.00
Click here for GSA website per diem rates. Apply rates below.	Amount	Number of Meals	Total per Diem per Meal	Total Per Diem	
Breakfast	\$23.00	5	\$115.00		
Lunch	\$26.00	5	\$130.00		
Dinner	\$38.00	5	\$190.00		
				Total Travel Expenses	\$3,094.93
				Prepaid Expenses	\$515.00
				Check Request Amount	\$2,579.93
				Refund / Balance Due	\$0.00

After completion, forward TES form to supervisor for approval and return to Finance Department for processing.

I hereby certify that this Travel Expense Statement is in accordance with all travel regulations of the City of Mandeville.

Signature of Traveler

Date:

Out of State Travel: Yes / No
 City Council Approval: Yes / No
 Check for Registration Issued: Yes / No

Supervisor Approval: _____ Date: _____

Finance Director Approval: _____ Date: _____

RES 26-20

THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER LANE; MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

RESOLUTION NO. 26-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AUTHORIZING THE MAYOR OF THE CITY OF MANDEVILLE TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF MANDEVILLE AND FAIRWAY CONSULTING & ENGINEERING FOR THE HUTCHINSON STREET WATER MAIN REPLACEMENT PROJECT AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the Consultant was qualified to provide engineering services on an as-needed basis pursuant to a Request For Qualifications issued by the City in October, 2020 and approved by the City on December 10, 2020, and/or added to the City's pre-approved vendor list through a supplemental qualification round (RFQ); and

WHEREAS, the Consultant submitted a proposed fee schedule and scope of work for the Project dated April 10, 2026 and the City accepted the Consultant's Proposal; and

WHEREAS, the scope of this project is to replace and upsize an existing 4" diameter water main with a new 8" diameter PVE or HDPE water main along Hutchinson St., from Monroe St. to Massena St., including the replacement of fire hydrants, service lines and valves as needed.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mandeville, hereby authorizes and empowers the Mayor of the City to execute this Professional Services Agreement with Fairway Consulting & Engineering. to provide the services of the Agreement of the Hutchinson Street Water Main Replacement Project.

With the above resolution having been properly introduced and duly seconded, the vote was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the resolution was declared adopted this 28th day of May, 2026.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF MANDEVILLE
AND
FAIRWAY CONSULTING AND ENGINEERING

COM PROJECT NO. 211.26.001
MANDEVILLE HUTCHINSON STREET WATER MAIN REPLACEMENT PROJECT

THIS AGREEMENT (the “**Agreement**”) is entered into by and between the City of Mandeville, a political subdivision of the State of Louisiana, represented by Mayor Clay Madden, duly authorized to act by virtue of Resolution _____ (herein after to as the “**City**”), and Fairway Consulting & Engineering a Louisiana business corporation with registered office in Louisiana at 827 W. 22nd Avenue, Covington, Louisiana 70433 represented by John A. Catalanotto, P.E., PMP, by virtue of the Corporate Resolution of Fairway Consulting & Engineering regarding Contracting Authority dated on April 15, 2026 and his authority as President, (the “**Consultant**”). The City and the Consultant are sometimes collectively referred to as the “**Parties**.” This Agreement is effective as of the date of execution by the City (the “**Effective Date**”).

RECITALS

WHEREAS, the Consultant was qualified to provide engineering services on an as-needed basis pursuant to a Request For Qualifications issued by the City in October, 2020 and approved by the City on December 10, 2020, and/or added to the City’s pre-approved vendor list through a supplemental qualification round (the “**RFQ**”);

WHEREAS, the Consultant submitted a proposed fee schedule and scope of work for the Project dated April 10, 2026 (the “**Consultant’s Proposal**”), and the City accepted the Consultant’s Proposal;

NOW THEREFORE, the City and the Consultant, for good and valuable consideration, agree as follows:

ARTICLE I. OBLIGATIONS OF THE CONSULTANT

A. SCOPE OF SERVICES.

The purpose of this contract is for the Consultant to perform the necessary professional engineering services in accordance with the terms of this “**Agreement**” to replace approximately 1,850

linear feet of existing 4” diameter water main with a new 8” diameter PVE or HDPE water main along Hutchinson Street in the City of Mandeville in accordance with the Scope of Work described in the attached Consultant’s Proposal, or as subsequently amended by the Department of Public Works (the “**Department**”) or City Engineering.

Consultant is to perform each of the services and provide all deliverables as set forth in this Article and elsewhere in this Agreement (collectively, the “**Services**”).

The Consultant shall provide data and computations to support the design. Core boring information shall be incorporated in the design when applicable. The City will provide any existing geotechnical borings and/or reports available for the project area and/or other nearby areas. If additional geotechnical information is required for the Consultant to perform his/her design efforts, the Consultant shall coordinate with the City to obtain the necessary geotechnical investigation data as part his/her efforts, unless otherwise determined. Plans must be prepared using AutoCAD compatible with the City. The Consultant shall also submit to the Department of Public Works (the “**Department**”) all designs, computations, original reproducible drawings, typed originals of all specifications and proposal documents as required, and the final drawings on electronic format compatible with the City’s software systems at the discretion of the City. All plans must be signed and stamped by a Louisiana Registered Civil Engineer of the Consultant’s firm, who shall be responsible for the design.

The Consultant shall contact each applicable utility and obtain information regarding the location of their utilities and this information, as provided, shall be shown on the design drawings. The Consultant shall contact other firms designated by the City doing related work and shall coordinate, schedule, and report the efforts of the Firms to the City’s authorized representative. This information shall be shown on the design drawings or document in a design report or memorandum. The Consultant shall obtain verification from the utilities of all locations named above and/or within the project limits and surrounding vicinity.

The Consultant shall report all verified conflicts to the Department for coordination.

The Consultant shall, in a timely manner, contact the Department, and Planning Department as necessary, relative to horticultural requirements, such as a tree trimming, root pruning, hand work for curbing and walks near trees, etc., as required for construction, and resolve any conflicts prior to completion of final plans.

The Consultant shall provide the Department with all services required for the preparation of an engineering report with all required or applicable design computations, preliminary design plans, final plans, specifications, and bid documents. These services include, but are not limited to, topographic and right-of-way surveys, geotechnical investigation services, preliminary plans, computations used to develop design, participation in a plan-in-hand conference, a preliminary estimate of a construction contract cost based on estimated quantities developed from the preliminary plans, and a final estimate of construction contract cost based on estimated quantities developed from

the final plans.

Meetings with the City shall be scheduled as required to solicit input on project progress and upcoming issues or concerns. Consultant shall prepare and deliver a record of decisions and action items to the City for each meeting.

The Consultant shall prepare and submit complete detailed construction contract specifications and bid documents along with a revised construction cost estimate of the project to the Department.

Except for data to be furnished by the City as specifically provided by this Agreement, the Consultant shall obtain all data and furnish all services and materials required to fully develop and complete the plans, specifications, and bid proposals through the contract plan stages, including any and all work beyond the limits of the project that may be necessary to make proper connections at the beginning and end of the project limits of construction.

In addition, the Consultant shall obtain all data and furnish all services required during the construction stage, maintain all records necessary during the construction stage, ensure compliance with plans and specifications, and prepare and/or verify contractor submitted partial and final payment requests for the Department's approval. Attendance by the Consultant or its representatives at legal hearings and appearances in court is to be furnished by the Consultant at established rates to the extent of the funds available.

The Consultant shall attend up to three (3) public meetings, as required. The Consultant shall provide displays or presentations appropriate for public meetings and shall provide a meeting summary following each meeting. The Consultant shall attend coordination meetings with the Department and other stakeholders. The Consultant shall provide all relevant project information to support conduct of these coordination meetings and provide a meeting summary following each meeting, as directed. The costs of which are included in the lump sum fee specified hereunder.

The Consultant is responsible for the relevance and accuracy of items and details included in the plans, specifications, or other contractual documents prepared by the Consultant. The Department will review and approve such documents only for general conformance to the Scope of Project. It is understood that the preparation of preliminary and final plans, specifications, bid documents, and estimates required of the Consultant under this Agreement will meet the standard requirements of the City and industry standards as to general format and content and shall be performed to the satisfaction of the City. Design documents must be sufficiently detailed to secure all required permits and regulatory clearances. The Consultant shall correct all errors and omissions in the plans and specifications, including those discovered subsequent to the acceptance by the Department or needed to clear all permit reviews and stakeholder approvals, without additional compensation.

The basic services to be performed by the Consultant are divided into six (6) phases of work identified in general as follows and more fully described below:

Phase I(a). Survey and Data Assembly

Phase I(b).	Geotechnical Investigations (<i>Not Used</i>)
Phase I(c).	Hydrologic and Hydraulic (H&H) study (<i>Not Used</i>)
Phase II.	Preliminary Design
Phase III.	Environmental Study (<i>Not Used</i>)
Phase IV(a).	Final Design
Phase IV(b).	Bid & Award
Phase V(a).	Construction Administration
Phase V(b).	Construction Closeout
Phase V(c).	Inspection, Reporting, and Verification (<i>if Requested</i>)
Phase VI.	Permitting

PHASE I(a). SURVEY AND DATA ASSEMBLY (*As Needed*)

Survey Submittal and Data Assembly Phase

The Consultant shall review the programming and project documents provided by the Department to determine the scope of any additional surveying required. Based on the scope, estimated cost, and/or impact to the project schedule, the City may request the Consultant to perform this additional surveying or may choose to perform this additional surveying and provide the information collected to the Consultant.

The topographic survey shall include all necessary information in order to complete the design work. This may include visible surface objects including trees, power poles, manholes, drainage structures, fire hydrants, water meters, and other utility appurtenances, etc. The temporary bench marks must be located such as they will not be destroyed during construction. The base lines shall be referenced to apparent property lines and identified servitudes. The Consultant may also be required to acquire all information on existing and proposed utilities within the limits of the Project through field surveys and from contacts with the various utility companies so as to reasonably avoid any conflicts in the design or construction of the project. Consultant may also be required to research and obtain boundary information for any existing public and private utility servitudes or easements within the project limits or area required to make any required utility connections. Surveying must be performed and certified by a qualified surveyor, licensed to practice land surveying in the State of Louisiana.

Upon completion of the survey work, if requested, the Consultant shall submit to the Department: three (3) sets, full size 22-inches by 34-inches hard copies and electronic files of the survey work. All survey and servitude data and documentation shall be provided in a electronic format suitable for city viewing and records retention.

Consultant shall submit the Survey Phase submittal within the specified number of calendar days under Article III Contract Time and Schedule, unless otherwise agreed upon by the Owner in writing.

PHASE I(b). GEOTECHNICAL INVESTIGATIONS (*NOT USED*)

PHASE I(c). HYDROLOGIC & HYDRAULIC (H&H) STUDY (*NOT USED*)

PHASE II. PRELIMINARY DESIGN (DESIGN DEVELOPMENT)

Prior to the start of this phase, a pre-design meeting will be held at the request of the Owner or Consultant. During the performance of this phase, unless otherwise determined, a monthly design meeting may be held among the Engineer, the Department, and relevant City authorities in order to clarify any aspect of the proposed work. Phase II Design services shall be divided into 2 milestones: 60% Preliminary Design and 90% Preliminary Design Submittals.

60% Preliminary Design Submittal

Prepare and provide a Preliminary Design Report. The report shall document the proposed design per City standards and guidance, computations and modeling outcomes used in developing the design, agreed to program (including operations and maintenance, as relevant), preliminary opinion of probable construction cost, and a preliminary schedule for subsequent design submittals and construction.

If requested, two (2) sets, full size 22-inches by 34-inches hard copies and electronic files of the 60% design plans, together with an electronic copy of the Preliminary Design Report, shall be furnished to the City for review.

Upon receipt of review comments, if any, the Engineer shall revise the preliminary design report and contract documents (plans and specifications) accordingly until the 60% design submittal and plans are acceptable to the Department. For any comments not addressed, the Consultant shall provide the Owner with a written log of the comments with responses explaining the reason said comment was not addressed.

The Engineer's 60% Design Submittal shall include:

1. Preliminary Design Report.
2. Complete Topo Survey information is to be shown on Plan/Profile drawings.
Proposed profile should match the elevation on cross sections.

3. Set of Preliminary Project specifications.
4. Preliminary Opinion of Probable Construction Cost.
5. Preliminary design and construction schedule.
6. Two (2) full size printed plan sets (22"x34"), if requested.
7. Electronic files of all design submittal documents. (Electronic files of project plans shall be CAD & PDF.)

Consultant shall submit the 60% Design submittal within the specified number of calendar days under Article III Contract Time and Schedule after the Phase I Survey submittal, unless otherwise agreed upon by the Owner in writing.

90% Preliminary Design Submittal

Unless otherwise notified or noted elsewhere herein, the Consultant shall initiate the 90% Preliminary Design Phase immediately upon completion of the 60% Preliminary Design Phase submittal.

The Consultant's 90% Preliminary Design Submittal shall include:

1. Final Design Report, including final computations and modeling outcomes, and incorporating and addressing all Preliminary Design Report submittal comments from the Owner.
2. Revised Construction plan set incorporating and addressing all previous design submittal comments from the Owner and other reviewing entities into the current design.
3. Complete and final set of bid-ready project specifications.
4. An updated Opinion of Probable Construction Cost estimate, based on estimated quantities developed from the latest preliminary plan set.
5. Updated design and construction phase schedule.
6. Two (2) full size printed plan sets (22"x34"), if requested.
7. Electronic files of all design submittal documents. (Electronic files of project plans shall be CAD & PDF.)

Consultant shall submit 90% Preliminary Design submittal within the specified number of calendar days under Article III Contract Time and Schedule after the 60% Preliminary Design submittal, unless otherwise agreed upon by the Owner in writing.

Following receipt of this submittal, a plan-in-hand meeting will be held if deemed necessary. A listing of the 90% Preliminary Design submittal review and any plan-in-hand (PIH) comments,

additions, and deletions shall be compiled by the Consultant for inclusion in the Final Design submittal deliverables.

All changes to the plans, specifications, and opinion of probable construction cost shall be logged. Contract Documents (plans and specifications) should be considered 90% design stage by the culmination of this Phase.

Phase II Deliverables:

1. Provide Meeting Minutes within five (5) working days of each Meeting.
2. Final Updated 60% Design Submittal with accepted updated construction cost estimate.
3. Final Updated 90% Design Submittal with accepted updated construction cost estimate.

PHASE III. ENVIRONMENTAL STUDY (*NOT USED*)

PHASE IV(a). FINAL DESIGN

This phase shall consist of Professional Engineering/Architectural Services required for the preparation of complete final construction plans, specification, bid documents, and an opinion of probable construction cost estimate. After the plan-in-hand meeting and/or receipt of Owner 90% Preliminary Design Phase comments, the Consultant shall make such changes as necessary to reflect agreements reached at this stage and when authorized in writing by the Department, prepare a complete set of Contract Documents (plans and specifications). Any other stakeholder or regulatory permitting agency comments shall be incorporated and addressed in the Final Design Phase submittal. For any comments not addressed, the Consultant shall provide the Owner with a written log of the comments with responses explaining the reason said comment was not addressed. The Final Design submittal documents shall meet the standard requirements of the Department's general format and content. Specifically, the work under this phase consists of the following:

1. Three (3) sets of revised full-size 22-inches by 34-inches hard copies, if requested, and electronic files to the Department. (Electronic files of project plans shall be CAD & PDF.) These shall be stamped "Advanced Check Prints."
2. A listing of all Preliminary Design submittal review and plan-in hand comments, additions, and deletions compiled by the Consultant shall be incorporated into a Final Design Report, along with any design decisions, approved design waivers, and final computations / calculations.
3. The Consultant shall prepare detailed construction contract specifications and bid documents for the project and submit three (3) sets, including three (3) sets of revised full-size 22-inches by 34-inches "Advanced Check Print" prints, to the Department for

review. A detailed drainage design report, stormwater management plan, traffic control plan, and a permanent pavement markings and signage plan shall be submitted at this time (if applicable).

4. An updated Opinion of Probable Construction Cost estimate, based on finalized quantities developed from the Final Design plans.
5. Updated design and construction schedule.
6. Upon receipt of the Department's comments pertaining to the latest Final Design Phase bid documents (plans and specifications), the Consultant shall revise and complete the final Contract Bid Documents.
7. Complete and submit applications to obtain necessary permits on the City's behalf.

Specifications, contract bid documents, and the opinion of probable construction cost estimate shall be submitted in both hard copy and electronic format using computer software compatible with that used by the City for specifications, contract documents, and cost estimates.

The bid proposal form shall include a summary of all documents required to be submitted with the bid or at some specified time after receipt of bids per City requirements and Louisiana Public Bid Law.

Upon completion and acceptance of final plans and specifications, the Consultant shall submit the original reproducible and typed originals of all specifications and proposal documents to be reproduced by the Department for bids. Final plans and bid documents shall be in electronic format compatible with the Department's CAD and software systems. The Consultant is fully responsible for the reproduction of the final bid package and ensuring copies are made available to perspective bidders in accordance with the Contract Documents.

The final contract bid documents shall be accompanied by a detailed opinion of probable construction cost estimate based on the final contract plans and estimated quantities.

All plans shall be signed and stamped by a Louisiana-registered Civil Engineer, Architect, and/or Landscape Architect and member of the Consultant's firm, who shall be responsible for the design.

Phase IV(a) Deliverables:

1. "Advanced Check Prints" plans and specifications.
2. Completed permit applications, as needed.
3. Finalized Design Report with final design decisions, final computations/calculations, and updated project schedule.
4. Final Design Plans, Specifications, and Opinion of Probable Construction Cost

Estimate based on finalized quantities developed from the Final Design plans.

5. Complete Bid Proposal Package.

Consultant shall submit the Final Design submittal within the specified number of calendar days under Article III Contract Time and Schedule after the plan-in-hand meeting and/or receipt of the 90% Preliminary Design submittal comments, unless otherwise agreed upon by the Owner in writing.

PHASE IV(b). BID & AWARD

If the Department proceeds with bidding the Project, the Consultant shall attend the pre-bid conference and be prepared to address any questions regarding the design work. The Consultant shall assist the City with preparing addenda and responses to bidder's questions. The Consultant shall attend bid openings, prepare bid tabulation sheets, check documentation submitted with bids for completeness, and prepare an award recommendation letter. The Consultant shall submit the bid tabulation and award recommendation letter to the City within two (2) working days of the bid opening or after receipt of the bid submissions from the City. The award recommendation letter shall report on completeness and technical correctness of the bids received.

The Consultant shall issue notice to the apparent low bidder to provide the required post-bid documentation within ten (10) days of the bid opening in accordance with the Contract Documents and Louisiana Public Bid Law.

Phase IV(b) Deliverables:

1. Pre-Bid Meeting Minutes.
2. Certified Bid Tabulation & Award Recommendation Letter.
3. Addenda, including Bidder Questions and Answer Responses.
4. Evaluate and coordinate with City regarding acceptability of pre-bid substitute or "or-equal" materials requests.
5. Award Letter Recommendation Letter.

Consultant responsible for providing the final stamped version of all addenda to the City's Purchasing Agent in a timely manner for posting prior to the deadline and for notifying and providing all issued addenda to plan holders per bid law.

PHASE V(a). CONSTRUCTION ADMINISTRATION

The services to be performed during construction shall consist of, but may not be limited to, the following:

1. Attend pre-construction meeting and prepare meeting agenda and minutes.

2. Review contractor Schedule of Values to ensure consistency with the bid pay items & pricing, and the adequate cost breakdown for any lump sum bid items.
3. Review and track material submittals, approve, or take other appropriate action, for shop drawings and product samples which the contractor is required to submit (as warranted).
4. Obtain and document pre- & post-construction videos (if required) and photographs, in addition to construction progress photographs.
5. Review and track contractor Requests for Information (RFIs) and respond as necessary.
6. Assist with technical issues arising during construction.
7. Attend progress meetings and prepare meeting agenda and minutes.
8. Perform occasional site visits at intervals appropriate to various stages of construction.
9. Recommend work be rejected while in progress if not in accordance with contract documents and threatens integrity of the design concept.
10. Issue necessary interpretations and clarifications of the contract documents and specifications as appropriate (field orders / work directives).
11. Evaluate and coordinate with City regarding acceptability of substitute or “or-equal” materials and equipment proposed by the contractor.
12. Review quantities and pay applications for contractor invoicing and recommend payment.
13. Prepare the Independent Cost Estimate ("ICE") and Cost Reasonableness Analysis ("CRA") for all field changes and plan changes for approval by the City.
14. Assist City in preparation of Change Order packages for Council approval.
15. Coordinate with the Contractor to provide two-week lookahead schedules with any key upcoming work scope and/or items requiring City input or direction.
16. Review and approve project construction schedules, including updated schedules with each pay application.
17. Participate in the Substantial Completion inspection and prepare final punch list with values.
18. Assist the City in maintaining the Testing Budget by determining when such testing will be required in accordance with the Specifications.
19. Assist the Department in Project closeout activities.

A Louisiana-registered Civil Engineer, Architect, and/or Landscape Architect shall be in

charge of the Services. Such personnel shall be qualified for their assignments and shall be approved by the City.

All documents submitted to the City must be signed by the Consultant's Louisiana-registered Civil Engineer, Architect, and/or Landscape Architect assigned to be in charge of the Services.

All reports and documents shall be submitted within the time period specified by the City.

In a timely manner, the Consultant shall advise the City of any drainage, sewer, and water damages so that such facilities may be properly inspected.

The Consultant shall observe the progress of the project as required, with particular emphasis on the requirements of the General, Supplemental and other special Specifications relative to the timely review of submittals, shop drawings and samples, proposed scope & cost changes, value engineering proposals, and evaluation of substitute materials.

The Consultant shall, in a timely manner, notify the City, through the Director of the Department of Public Works or the Director's Authorized Representative of all problems that may impact the Project's cost or construction time.

The Consultant will not be responsible for and will not have control or charge of construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the work. These duties and responsibilities are exclusively the Construction Contractor's obligation. The Consultant will not be responsible or have control or charge over the acts or omissions of the Construction Contractor, Subcontractors, any agents, employees, or any other persons performing any of the work.

The Department will have the authority to reject work based on the Consultant's recommendations that does not conform to the Construction Documents. The Department and the Consultant may require special inspections or testing of the work at any stage of preparation or completion.

The Consultant will not authorize or direct the Construction Contractor to deviate from the plans and specifications without written authorization from the City, through its Director of the Department of Public Works or the Director's Authorized Representative. The Consultant is not responsible for any costs incurred as a result of delays incurred in obtaining written authorization by the Department for necessary or desired changes in the plans and/or specifications.

The Consultant shall submit all required documentation and process plan changes in a timely manner.

The Consultant shall submit to the Director or the Director's Authorized Representative for written approval within two (2) working days after signature by the Construction Contractor, any plan change that increases the Project's cost or time required prior to the work being authorized. Should

the Consultant approve a plan change, which increases the Project's cost or time required without prior written approval by the Director or the Director's Authorized Representative, the Consultant shall be liable for the increased cost. The Department personnel (designee) authorized to approve such plan changes shall include the Director or the Director's Authorized Representative assigned to the Project.

The Consultant shall verify all pay items of work, quantities of work completed, and prepare partial and final requests for payment on City's acceptable forms for work satisfactorily completed by the Construction Contractor. Quantities shall be derived from the plans, or subsequent plan changes, unless otherwise directed.

The Consultant shall coordinate with the Construction Contractor on monthly pay requests within five (5) days after the end of the reporting period. The preparation of the Construction Contractor's monthly pay request consists of coordinating with the Construction Contractor on quantities in place and submitting to the Department a completed pay request form (signed by the Construction Contractor and the Consultant), including a Weather and Working Day Report (signed by the Construction Contractor and the Consultant) and an updated construction schedule.

The Construction Contractor's invoice is to be submitted directly to the Consultant. The Construction Contractor's monthly pay request form and Weather and Working Day Report shall be submitted for payment within five (5) working days after the Construction Contractor has submitted the signed invoice. Project diary and weekly progress reports shall be submitted within five (5) working days after the end of the reporting period.

In addition to the above services, the Consultant shall coordinate the activities of the testing laboratory designated by the Department to ensure that all materials entering into the project, and the performance of the constructed features, are in accordance with the Project Construction Documents (plans and specifications) and/or the State's requirements.

The Consultant shall review all testing reports as submitted by the testing laboratory and shall report to the Department if any of the work or material is not in conformance with the project's Construction Documents based upon test results. The Consultant shall review reports prepared by the testing laboratory for accuracy. The Consultant shall review and make recommendation for approval of pay requests for the testing laboratory for consistency with the testing performed.

Phase V(a) Deliverables:

1. Project Schedule updates, as need, based on changes to critical path work elements and/or changes to the contract duration by Change Order.
2. Final approved Schedule of Values and Submittals Register.
3. Submit final approved Monthly Pay Requests with Schedule Updates and Weather and Working Day Reports.
4. Independent Cost Estimate ("ICE") and Cost Reasonableness Analysis ("CRA") documentation.

5. Prepare and Maintain Weekly Construction Field Observation Reports and Records and submit monthly to the Department and to the Construction Contractor.
6. Plan Change Requests, Field Orders, Work Directives documentation.
7. Non-Conforming Materials Notifications.
8. Recommendation for approval of Testing Laboratory pay requests.

PHASE V(b). CONSTRUCTION CLOSE OUT

When notified by the Construction Contractor that, in his/her opinion, all items of work required by the Agreement are substantially complete, the Consultant shall verify the Construction Contractor's claim and, if the Consultant concurs, schedule a substantial completion walk-through, including any tests of operation, in the presence of representatives of the Contractor and Department. The Consultant shall conduct and invite all stakeholders to this walk-through. If any defective work or equipment is identified during the final inspection the Consultant shall prepare a Punch List complete with values to accompany the Substantial Completion certificate. Any required Owner training shall be conducted during the substantial completion walk-through or scheduled to occur prior to the final acceptance of the project.

If not previously provided by the Contractor prior to the substantial completion walk-through, the Consultant shall include on the punch list and coordinate with the Contractor to provide a set of "redlined" plans indicating the final completed item of work as constructed, any equipment Operations & Maintenance manuals, user guides, electrical diagrams, completed warranty documentation, and a one-year (1) workmanship warranty letter. The punch list shall assign a value for each of the aforementioned to ensure receipt prior to final acceptance of the Project.

When notified by the Construction Contractor that all punch list items of work have been completed, the Consultant shall make a final inspection of the Work. If the Consultant finds all work elements and punch items satisfactory, and all equipment is functional & operational and tested in the presence of the Owner, after completion of this inspection, the Consultant shall recommend final acceptance of the Project to the Director, shall prepare an overrun/underrun statement, and establish the need, if necessary, to impose liquidated damages on the Construction Contractor. The Consultant shall conduct and invite all stakeholders to the final inspection.

Upon completion of this Phase, the Consultant shall submit "As Built" drawings of the Project in hard copy and in an electronic format compatible with the Department's CAD and software systems. If necessary, the Consultant shall coordinate directly with the Construction Contractor to provide "redlined" or marked up plans to utilize in the preparation of the "As-Built" drawings. "As-Built" drawings shall reflect all approved changes in Work, including final measured dimensional data and

quantities, and shall be dated and stamped by the Engineer/Architect of record.

The Consultant shall be responsible for coordinating with the Contractor and Department to conduct the one (1) year warranty inspection and providing the Department with a detailed report with photographs depicting all deficiencies and listing corrective actions for which the Construction Contractor is responsible. This inspection shall occur eleven (11) months from the date of substantial completion.

Phase V(b) Deliverables:

1. Develop a Substantial Completion Punch-list with Associated Costs.
2. Final Inspection Report with Project Acceptance Recommendation
3. Overrun/ Under run Statement.
4. As-Built Drawings.
5. One (1) Year Warranty Inspection Report.

PHASE V(c) . INSPECTION, REPORTING, AND VERIFICATION *(if requested)*

The Department may also choose to require the Consultant to provide Resident Inspection services, which shall consist of, but may not be limited to, the following:

1. Observe construction at all times while the Construction Contractor is working on critical work items.
2. Observe, measure, and appropriately track (eligible) work completed for pay requests and provide this information to the City.
3. Ensure work does not adversely affect utilities, adjacent areas, and/or properties, etc.
4. Prepare daily field reports, and/or field books.
5. Photograph and/or document work progress.
6. Document and coordinate with the City for unforeseen items encountered during construction.
7. Coordinate with and monitor work performed by material testing agency, public & private utilities, and other on-site visitors as required.
8. Prepare memorandums or documentation required for field changes and/or work change directives.
9. Verify that the Construction Contractor provides adequate traffic control measures, erosion control measures and implementing required stormwater management and site

safety procedures.

10. Prepare incident reports.

11. Notify the City and Construction Contractor of any safety concerns and potential adverse impacts to the public and/or property.

Field construction inspector(s) shall be provided and be on the Project site at all times (or at the discretion of the Department) when construction work is being performed. Such personnel shall be qualified for their assignments and shall be approved by the Department. All inspectors shall be equipped with all necessary personal protective equipment and other tools necessary to perform their duties.

During construction, the Consultant shall maintain all construction field records normally maintained by the Department. Entries shall be made daily in the project diary to indicate the Consultant's personnel on the Project, as well as the forces of the Construction Contractor, the Construction Contractor's equipment, and the work performed.

The Consultant shall continually observe the progress of the Project, with particular emphasis on the requirements of the General, Supplemental, and Special Specifications relative to the timely rejection of all nonconforming work and materials, the applications of the work forces to particular portions of the work, the conformance of the work to the Construction Contractor's schedule, the timely prosecution of the work and perform any required interviews of the Construction Contractor.

The Consultant shall document all pay items of work and quantities completed. Quantities shall be derived from the plans unless otherwise directed or subsequently adjusted by a work change directive or plan change. Consultant's inspector shall verify all pay item quantities for the work performed with the Construction Contractor on a daily basis. Any discrepancies shall be coordinated in the field and rectified prior to the approval of the respective pay request.

The Consultant shall forward the Construction Contractor's monthly updated schedule of work with the partial payment requests and working day and weather reports. All documents submitted to the Department must be signed by the Consultant's Louisiana-registered Civil Engineer, Architect, and/or Landscape Architect assigned to be in charge of the Services.

All reports shall be submitted within the time period specified by the Department.

In a timely manner, the Consultant shall notify the Department of all problems that may impact the Project's cost or construction time.

The Consultant shall review all testing reports as submitted by the testing laboratory and shall report to the Department if any of the work or material is not in conformance with the Project's Construction Documents based upon test results.

The Consultant shall cooperate with the City and any other contractors or utilities providing

services to the City as needed.

PHASE VI. PERMITTING (As Needed)

Work under this task consists of assisting City with coordinating and providing data and documentation necessary to obtain all required permits for construction. Consultant will prepare necessary documentation including design drawings and other information necessary for completing the required permit applications. The Consultant shall also coordinate with the Construction Contractor and City permits Department to ensure any necessary City Building, Electrical, or other special permits are obtained prior to the start of any construction activities, including demolition.

The other regulatory agency permits listed below are anticipated for the project:

- a. Louisiana Department of Health (LDH) permit.
- b. Louisiana Department of Energy & Natural Resources (LDENR) Coastal Use Permit (CUP)

B. CONSULTANT'S STANDARD OF CARE.

The Consultant states that it has the requisite skills and expertise necessary to perform the Services. The statement of fact does not affect remedies available to the City for inaccuracy of a statement of fact.

Accordingly, the Consultant is expected to perform all services with the same degree of care, skill and diligence as would be ordinarily exercised by a competent practitioner of the same profession in providing similar services under the same or similar circumstances. The Consultant acknowledges and agrees that, at the City's option, the Consultant shall be obligated to re-perform, at no additional cost to the City, any or all of the Services that fail to satisfy the foregoing standard of care.

ARTICLE II. THE CITY'S OBLIGATIONS

The City will:

- A. Provide administration of this Agreement through the Department of Public Works;
- B. Provide the Consultant records deemed necessary for the performance of the Services by the Consultant, including:
 1. GIS/CAD files of:
 - a. Street Assets for reference;

- b. Utility and unit sheets (if available);
- c. As-built drawings (if available);
- d. Servitude descriptions or plats (if available);
- e. Geotechnical investigation, prior surveys, and/or modeling data (if available);
- f. Provide access to personnel to discuss the scope of services during normal working hours, as requested by the Consultant;
- g. Provide any other standard plans and details that may be relevant for use on the Project; and
- h. Make payments to the Consultant monthly based upon the Consultant's certified invoices, except as otherwise authorized by this Agreement or by law. The City's payment obligation is subject to the Consultant's satisfactory performance of the services and conditions required by this Agreement, including, without limitation, the submission of satisfactory deliverables, progress schedules, invoices, and evidence of necessary insurance.

ARTICLE III. CONTRACT TIME AND SCHEDULE

A. DURATION: This Agreement shall commence on the Effective Date and shall continue until and through a period of two (2) years.

B. EXTENSION: This Agreement may be extended at the option of the City, provided that funds are allocated by the Council of the City and the extension of the Agreement facilitates continuity of services provided herein. This Agreement may be extended by mutual agreement of the Parties by a duly executed amendment on an annual basis for no longer than three (3) one-year periods.

C. PROJECT SCHEDULE: Time is of the essence in completing each phase of work required by this Agreement. The Consultant agrees to initiate the 90% design phase immediately upon submittal of the 60% design phase. The Final Design Phase shall commence immediately following the plan-in-hand meeting and/or receipt of the 90% Preliminary Design Phase submittal review comments. A revised schedule may be required, including without limitation after each phase of work is completed or with any approved plan change. For any slippage from the approved schedule, the Consultant shall submit a descriptive narrative to the Department for consideration and approval of any modification to the schedule. By a written request to the Director, the Consultant may seek an extension of time and credit caused by delays beyond its control or for those delays caused by tardy approvals of work in progress by various official agencies. The Director shall have the discretion to grant any requested extension. No additional compensation shall be allowed for such delays. The City shall have the right

to approve or require changes to any part or all of the proposed schedule. The Consultant shall update this schedule monthly with progress details for each item of work and shall submit the updated schedule with any invoice. Any modifications to the schedule must be approved by the City in writing.

D. TASK I(a) SURVEY AND DATA ASSEMBLY: (*As Needed*) The services to be performed during the Survey and Data Assembly task phase shall be completed within **SIXTY (60)** calendar days from the date of issuance of the Notice to Proceed for the Project, unless otherwise determined.

E. PHASE I(b) GEOTECHNICAL INVESTIGATIONS: (*NOT USED*)

F. PHASE I(c) HYDROLOGIC & HYDRAULIC STUDY: (*NOT USED*)

G. PHASE II PRELIMINARY DESIGN: The services to be performed during the Preliminary Design Phase shall be completed within **SIXTY (60)** calendar days from the date of issuance of the Notice to Proceed for this phase.

H. PHASE III ENVIRONMENTAL STUDY: (*NOT USED*)

I. PHASE IV(a) FINAL DESIGN: The services to be performed during the Final Design Phase shall be completed within **THIRTY (30)** calendar days from the date of issuance of the Notice to Proceed for this phase.

J. PHASE IV(b) BID AND AWARD: The services to be performed during the Bid and Award Phase shall be completed within **SIXTY (60)** calendar days from the date of issuance of the Notice to Proceed for this phase.

K. DELAYS: The City may assess the Consultant \$1,500.00 per calendar day for each phase that is not completed by the deadline in the approved schedule, without further notice to the Consultant, to the extent the delay is caused solely by the Consultant. The City may deduct this penalty from payments due to the Consultant for services rendered under this Agreement up to a maximum amount for each phase equivalent to 25% of the total fee for that phase of work.

ARTICLE IV. COMPENSATION

A. FEES UNDER THIS AGREEMENT: The Consultant's compensation for the services performed under this Agreement shall be in accordance with the following fees:

PHASE I(a)	Survey (As Needed)	\$20,000.00	(Lump Sum, NTE)
PHASE I(b)	Geotechnical Investigations	(Not Used)	(Lump Sum, NTE)
PHASE I(c)	Hydrologic & Hydraulic Study	(Not Used)	(Lump Sum, NTE)

PHASE II	Preliminary Design	\$29,756.25	(Lump Sum)
PHASE III	Environmental Study	<i>(Not Used)</i>	(Lump Sum, NTE)
PHASE IV(a)	Final Design	\$13,225.00	(Lump Sum)
PHASE IV(b)	Bid & Award	\$3,306.25	(Lump Sum)
PHASE V(a)	Construction Administration	\$16,531.25	(Lump Sum)
PHASE V(b)	Construction Closeout	\$3,306.25	(Lump Sum)
PHASE V(c)	Inspection, Reporting, & Verification <i>(if requested by the City)</i>	\$60,000.00	(Hourly, NTE)
PHASE VI(a)	Permitting	\$10,000.00	(Hourly, NTE)
Other Direct Costs:		\$500.00	(Lump Sum, NTE)

B. MAXIMUM AMOUNT: The maximum aggregate amount payable by the City for all services performed under this Agreement is **\$156,625.00**. The City has the right to increase or decrease the compensation based on the cost of actual bids being received. The adjustment will be based on the Facility Planning & Control (FP&C) Curve with the agreed upon multiplier and will apply to Phase II and Phases IV through V(b) in this Agreement. No adjustment will be applied if the contract award is within +/- 10% of the Estimated Construction Cost, unless otherwise determined by the Department. This amount is inclusive of all services and cannot be increased except by a validly executed amendment and the City's Department of Finance has certified the availability of the additional funding. The City's obligation to compensate the Consultant under this Agreement will not exceed the maximum aggregate amount payable at any time.

C. ACKNOWLEDGEMENTS: The Consultant acknowledges and agrees that, unless otherwise provided by a validly executed amendment:

1. The City's officers and employees are not authorized to request or instruct the Consultant to perform any work beyond the scope or duration of this Agreement, except as may be provided by laws governing emergency procedures;
2. Officers and employees of the City are not authorized to offer or promise the Consultant additional funding in excess of the maximum amount payable established in this Agreement; and
3. This Agreement does not guarantee any amount of work or compensation except as specifically authorized by the City in accordance with the terms and conditions of this

Agreement.

4. The continuation of this Agreement is contingent upon the appropriation of funds by the City to fulfill the requirements of this Agreement. If the City fails to appropriate sufficient monies to provide for the continuation of this or any other related Agreement, or if such appropriation is reduced by the veto of the Mayor by any means provided in the appropriations Ordinance to prevent the total appropriation of 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 Agreement, the Agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.
5. Consultant acknowledges that the City is a governmental entity, and the Agreement's validity is based upon the availability of public funding under the authority of its statutory mandate. In the event that public funds are unavailable and not appropriated for the performance of the City's obligations under this Agreement, then this Agreement shall automatically expire without penalty to the City thirty (30) days after written notice to Consultant of the unavailability and non-appropriation of public funds. It is expressly agreed that the City shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this Agreement, but only if necessitated by the fiscal needs of the City which affects generally its governmental operations.
6. In the event of a change in the City's statutory authority, mandate, and mandated functions, by state and federal legislative or regulatory action, which adversely affects the City's authority to continue its obligations under this Agreement, then this Agreement shall automatically terminate without penalty to the City upon written notice to Consultant of such limitation or change in the City's legal authority.

ARTICLE V. INVOICES

The Consultant shall submit monthly invoices showing the percentage and dollar amount of the Services provided to date for such submission and show a deduction of five percent (5%) of the amount earned to date as an amount to be retained by the City until satisfactory completion of the required work. When each phase of work is satisfactorily completed, the retainage for that phase will be released.

The Consultant shall submit the monthly invoices electronically and in a format approved by the City along any necessary back-up or verification documentation. Electronic files of the invoices and back-up documentation will be sent by email or may be placed on a USB thumb drive or downloadable shared link for submittal.

ARTICLE VI. INDEMNITY

A. **INDEMNITY**: To the fullest extent permitted by law, the Consultant will indemnify, defend, and hold the City, its officials, employees, and agents (the “**Indemnified Parties**”) harmless from and against: (1) any and all claims, demands, suits, judgments of sums of money to any party accruing against the City for loss of life or injury or damage to persons or property to the extent resulting from any negligent act or omission of the Consultant or any of its subcontractors, or any of its or their agents, servants, employees, while engaged in or about or in connection with the discharge or performance of the services to be done or performed by the Consultant under this Agreement; and (2) any and all claims and/or liens for labor, services, or materials furnished to the Consultant in connection with the performance of its obligation under this Agreement.

B. **LIMITATION**: The Consultant’s indemnity does not extend to any loss arising from the negligence or willful misconduct of any of the Indemnified Parties, provided that neither the Consultant nor any of its agents, subcontractors, or employees contributed to such negligence or willful misconduct.

C. **INDEPENDENT DUTY**: The Consultant has an immediate and independent obligation to, at the City’s option: (a) defend the City from or (b) reimburse the City for its costs incurred in the defense of any claim that actually or potentially falls within this indemnity, but only to the extent Consultant is ultimately found to be liable in accordance with Paragraph VI.A., above.

D. **EXPENSES**: The Consultant will bear all expenses, including without limitation the City’s reasonable attorney fees and expenses, incurred by the City in enforcing this indemnity.

ARTICLE VII. INSURANCE

A. **MINIMUM SCOPE OF INSURANCE**: At all times during the term of this Agreement, the Consultant, at its own expense, will maintain policies of insurance sufficient to provide the following minimum scope of insurance coverage:

1. ***Commercial General Liability (“CGL”)***: Insurance Services Office (“ISO”) Form CG 00 01 or similar acceptable to the City, covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$1,000,000.00 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this Project/location or the general aggregate limit shall be twice the required occurrence limit.

2. **Automobile Liability:** ISO Form Number CA 00 01 or similar acceptable to the City covering any auto (Symbol 1 or Symbols 7, 8, 9), or if the Consultant has no owned autos, hired (Code 8), and non-owned autos (Code 9), with limits no less than \$1,000,000.00 Combined Single Limit per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of Louisiana, with Statutory Limits, and Employer's Liability Insurance with limits no less than \$1,000,000.00 per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions):** with limits no less than \$1,000,000.00 per claim.

B. OTHER INSURANCE PROVISIONS: The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status:** The Consultant will provide and maintain a Certificate of Insurance naming The City of Mandeville its departments, political subdivisions, officers, officials, employees, and volunteers are to be covered as "Additional Insureds" on the CGL policy with respect to liability arising out of the performance of this agreement. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used). The Certificate of Insurance, as evidence of all required coverage, should name the City of Mandeville as Certificate holder and be delivered via U.S. Mail to Mandeville City Hall, 3101 East Causeway Approach, Mandeville, LA 70448.
2. **Primary Coverage:** For any claims related to this Agreement, the Consultant's insurance coverage shall be primary insurance as respects the City, its departments, political subdivisions, officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non-contributing to the Consultant's coverage.
3. **Claims Made Policies:** If applicable, the retroactive date must be shown and must be before the Effective Date of this Agreement or the beginning of work. If the coverage is canceled or non-renewed, and not replaced with another claims-made policy, the Consultant must purchase "extended reporting" coverage for minimum of 5 years after the termination of this Agreement.
4. **Waiver of Subrogation:** The Consultant and its insurers agree to waive any right of subrogation that any insurer may acquire against the City by virtue of the payment of any loss under insurance required by this Agreement.

5. **Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with prior notice to the City of no less than 60 days.
6. **Acceptability of Insurers:** Insurance is to be placed with insurers licensed and authorized to do business in the State of Louisiana with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City.

ARTICLE VIII. NON – DISCRIMINATION

A. **NON – DISCRIMINATION:** In the performance of this Agreement, the Consultant will not discriminate on the basis, whether in fact or perception, of a person's race, color, creed, religion, national origin, ancestry, age, sex (gender), sexual orientation, gender identity, domestic partner status, marital status, physical or mental disability, or AIDS- or HIV-status against (1) any employee of the City working with the Consultant in any of Consultant's operations within the City of Mandeville or (2) any person seeking accommodations, advantages, facilities, privileges, services, or membership in all business, social, or other establishments or organizations operated by the Consultant. The Consultant agrees to comply with and abide by all applicable federal, state and local laws relating to non-discrimination, including, without limitation, Title VI of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

B. **NON – DISCRIMINATION IN EMPLOYMENT:** In all hiring or employment made possible by, or resulting from this Agreement, there (1) will not be any discrimination against any employee or applicant for employment because of race, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, creed, culture, or ancestry, and (2) where applicable, affirmative action will be taken to ensure that the Consultant's employees are treated during employment without regard to their race, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, creed, culture, or ancestry. 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 qualified applicants will receive consideration for employment without regard to race, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, creed, culture, or ancestry. The Consultant will require all subcontractors to comply with the requirements of this article.

ARTICLE IX. INDEPENDENT CONTRACTOR STATUS

A. **INDEPENDENT CONTRACTOR STATUS:** The Consultant is an independent contractor

and will not be deemed an employee, servant, agent, partner, or joint venturer of the City and will not hold itself or any of its employees, subcontractors or agents to be an employee, partner, or agent of the City.

B. EXCLUSION OF WORKERS' COMPENSATION COVERAGE: The City will not be liable to the Consultant, as an independent contractor as defined in La. R.S. 23:1021(6), for any benefits or coverage as provided by the Workmen's Compensation Law of the State of Louisiana. Under the provisions of La. R.S. 23:1034, any person employed by the Consultant will not be considered an employee of the City for any reason, including for the purpose of Worker's Compensation coverage.

C. EXCLUSION OF UNEMPLOYMENT COMPENSATION COVERAGE: The Consultant, as an independent contractor, is being hired by the City under this Agreement for hire and defined in La. R.S. 23:1472(E) and neither the Consultant nor anyone employed by it will be considered an employee of the City for the purpose of unemployment compensation coverage, which coverage same being hereby expressly waived and excluded by the parties, because: (a) the Consultant has been and will be free from any control or direction by the City over the performance of the services covered by this Agreement; (b) the services to be performed by the Consultant are outside the normal course and scope of the City's usual business; and (c) the Consultant has been independently engaged in performing the services required under this Agreement prior to the effective date of this Agreement.

D. WAIVER OF BENEFITS: The Consultant, as an independent contractor, nor anyone employed by or on behalf of the Consultant, shall not receive from the City any sick and annual leave benefits, medical insurance, life insurance, paid vacations, paid holidays, sick leave, pension, or Social Security for any services rendered to the City under this Agreement.

ARTICLE X. NOTICES

Except for any routine communication, any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person (signed receipt) or by certified mail, return receipt requested as follows:

If to the City: Director, Department of Public Works
 City of Mandeville
 1100 Mandeville High Blvd
 Mandeville, La 70448

 &

 City Attorney
 1060 West Causeway Approach
 Mandeville, LA 70471

If to Consultant: John A. Catalanotto, P.E., PMP
Fairway Consulting & Engineering
827 W. 22nd Avenue
Covington, LA 70433

Notices shall be effective when received, except any notice that is not received due to the intended recipient's unjustified refusal or avoidance of delivery shall be deemed received as of the date of the first attempted delivery. Each party shall be responsible for notifying the other in writing that references this Agreement of any changes in the respective addresses set forth above.

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of the City and the Consultant.

ARTICLE XI. ADDITIONAL TERMS AND CONDITIONS

A. OWNERSHIP OF DOCUMENTS: All data collected by the Consultant and all documents, notes, drawings, tracings, and files collected or prepared for the Project, except the Consultant's personnel and administrative files, shall upon payment therefore become and be the property of the City and the City shall not be restricted in any way whatsoever in the use of such material for the specific purpose intended; provided, however, that any use except for the specific purpose intended will be without liability or legal exposure to the Consultant.

Notwithstanding anything to the contrary contained herein, any tools, systems or information used by the Consultant to provide the Services hereunder, including computer software (object code and source code), know-how, methodologies, equipment or processes and the intellectual property inherent therein and appurtenant thereto, shall remain the sole and exclusive property of the Consultant or its suppliers.

The Consultant makes no representations as to the compatibility of files and deliverables with the City's hardware and/or software configurations unless specifically set forth in this Agreement. Because data stored on electronic media can deteriorate undetected or be modified, the Consultant shall not be held liable for the completeness or accuracy of the electronic data after the acceptance by the City. Only the submitted hard copy documents with the Consultant's seal on them will be considered instruments of service hereunder. If there is a discrepancy between the electronic files and the hard copies, the hard copies shall govern.

B. CITY'S RIGHT TO APPROVE PERSONNEL: The City reserves the right to approve or reasonably disapprove all engineers, workers, and other field personnel assigned to the Project.

C. **REMEDIES CUMULATIVE:** No remedy set forth in this Agreement or otherwise conferred upon or reserved to any party shall be considered exclusive of any other remedy available to a party. Rather, each remedy shall be deemed distinct, separate, and cumulative and each may be exercised from time to time as often as the occasion may arise or as may be deemed expedient.

D. **SURVIVAL OF PROVISIONS:** All representations and warranties and all responsibilities regarding record retention, access, and ownership, cooperation with Office of Inspector General investigations, and indemnification shall survive the termination of this Agreement and continue in full force and effect thereafter.

E. **ASSIGNABILITY:** The Consultant will not assign any interest in this Agreement and will not transfer any interest in the same without the City's prior written consent.

F. **JURISDICTION & VENUE:** For all claims arising out of or related to this Agreement, the Consultant consents and yields to the exclusive jurisdiction of and venue in the state civil courts of the Parish of St. Tammany and formally waives any pleas or exceptions of jurisdiction on account of the residence, including any right of removal to federal court based upon diversity of citizenship.

G. **GOVERNING LAW:** This Agreement will be construed and enforced in accordance with the laws of the State of Louisiana without regard to its conflict of laws provisions.

H. **NON – WAIVER:** The failure of either party to insist upon strict compliance with any provision of this Agreement, to enforce any right or to seek any remedy upon discovery of any default or breach of the other party at such time as the initial discovery of the existence of such noncompliance, right, default or breach will not affect or constitute a waiver of either party's right to insist upon such compliance, exercise such right or seek such remedy with respect to that default or breach or any prior contemporaneous or subsequent default or breach.

I. **PERFORMANCE MEASURES:** The City will measure the performance of the Consultant according to the following non-exhaustive factors: work performed in compliance with the terms of the Agreement; staff availability; staff training; staff professionalism; staff experience; customer service; communication and accessibility; prompt and effective correction of situations and conditions; timeliness and completeness of submission of requested documentation (such as records, receipts, invoices, insurance certificates, and computer-generated reports).

If the Consultant fails to perform according to the Agreement, the City will notify the Consultant. If there is a continued lack of performance after notification, the City may declare the Consultant in default and may pursue any appropriate remedies available under the Agreement

and/or any applicable law. In the event of a notification of default, the City will invoice the defaulting Consultant for any increase in costs and other damages sustained by the City. Further, the City will seek full recovery from the defaulting Consultant.

J. SEVERABILITY: Should a court of competent jurisdiction find any provision of this Agreement to be unenforceable as written, the unenforceable provision should be reformed, if possible, so that it is enforceable to the maximum extent permitted by law or, if reformation is not possible, the unenforceable provision shall be fully severable and the remaining provisions of the Agreement remain in full force and effect and shall be construed and enforced as if the unenforceable provision was never a part of the Agreement.

K. RULES OF CONSTRUCTION: Neither party will be deemed to have drafted this Agreement. This Agreement has been reviewed by all parties and shall be construed and interpreted according to the ordinary meaning of the words used so as to fairly accomplish the purposes and intentions of all parties. No term of this Agreement will be construed or resolved in favor of or against the City or the Consultant on the basis of which party drafted the uncertain or ambiguous language. The headings and captions of this Agreement are provided for convenience only and are not intended to have effect in the construction or interpretation of this Agreement. Where appropriate, the singular includes the plural and neutral words and words of any gender will include the neutral and other gender.

L. NO THIRD PARTY BENEFICIARIES: This Agreement is entered into for the exclusive benefit of the parties and the parties expressly disclaim any intent to benefit anyone not a party to this Agreement.

M. NON – EXCLUSIVITY FOR THE CITY: This Agreement is non-exclusive and the City may engage the services of others for the provision of some or all of the work to be performed under this Agreement.

N. CONFLICT OF INTEREST: To ensure that the Consultant's efforts do not conflict with the City's interests, and in recognition of the Consultant's obligations to the City, the Consultant will decline any offer of other employment if its performance of this Agreement is likely to be adversely affected by the acceptance of the other employment. The Consultant will promptly notify the City in writing of its intention to accept the other employment and will disclose all possible effects of the other employment on the Consultant's performance of this Agreement. The City will make the final determination whether the Consultant may accept the other employment.

O. CODE OF CONDUCT: Consultant affirms that it is familiar with the Code of Governmental Ethics contained in Louisiana Revised Statute Title 42 Chapter 15 and the Code of Conduct for the City of Mandeville, and that it will conform to said provisions as a condition of any agreement between the company and the City. Consultant recognizes that these provisions shall also apply to any subcontract Consultant will have with any other entity or person in performance with the related

agreement.

P. PROHIBITION AGAINST FINANCIAL INTEREST IN AGREEMENT: No elected official or employee of the City shall have a financial interest, direct or indirect, in this Agreement. For purposes of this Section, a financial interest held by the spouse, child, or parent of any elected official or employee of the City shall be deemed to be a financial interest of such elected official or employee of the City. Any willful violation of this provision, with the expressed or implied knowledge of the Consultant, shall render this Agreement voidable by the City and shall entitle the City to recover, in addition to any other rights and remedies available to the City, all monies paid by the City to the Consultant pursuant to this Agreement without regard to the Consultant's satisfactory performance of such Services.

Q. OWNERSHIP INTEREST DISCLOSURE: The Consultant will provide a sworn affidavit listing all persons, natural or artificial, with an ownership interest in the Consultant and stating that no other person holds an ownership interest in the Consultant via a counter letter. For the purposes hereof, an "ownership interest" shall not be deemed to include ownership of stock in a publicly traded corporation or ownership of an interest in a mutual fund or trust that holds an interest in a publicly traded corporation. If the Consultant fails to submit the required affidavits, the City may, after thirty (30) days' written notice to the Consultant, take such action as may be necessary to cause the suspension of any further payments until such the required affidavits are submitted.

R. SUBCONTRACTOR REPORTING: The Consultant will provide a list of all persons, natural or artificial, who are retained by the Consultant at the time of the Agreement's execution and who are expected to perform work as subcontractors in connection with the Consultant's work for the city. In regard to any subcontractor proposed to be retained by the Consultant to perform work on the Agreement with the City, the Consultant must provide notice to the City within thirty (30) days of retaining said subcontractor. If the Consultant fails to submit the required lists and notices, the City may, after 30 days' written notice to the Consultant, take such action as may be necessary to cause the suspension of any further payments until such the required lists and notices are submitted.

S. EMPLOYEE VERIFICATION: The Consultant swears that (i) it is in compliance with La. R.S. 38:2212.10, and is registered and participates in a status verification system to verify that all employees in the State of Louisiana are legal citizens of the United States or are legal aliens; (ii) it shall continue, during the term of this Agreement, to utilize a status verification system to verify the legal status of all new employees in the State of Louisiana; and (iii) it shall require all subcontractors to submit to the Consultant a sworn affidavit verifying compliance with items (i) and (ii) above. The Consultant acknowledges and agrees that any violation of the provisions of this paragraph may subject this Agreement to cancellation, and may further result in the Consultant being ineligible for any public contract for a period of three years from the date the violation is discovered. The Consultant further acknowledges and agrees that it shall be liable for any additional costs incurred by the City occasioned by the cancellation of this Agreement or the loss of any license or permit to do business in the State of Louisiana resulting from a violation of La. R.S. 38:2212.10. The Consultant agrees to provide to the City a sworn affidavit attesting to the above provisions if requested by the City to do so; failure to

provide such affidavit upon request shall give the City the option to cancel this Agreement.

T. AMENDMENTS: This Agreement shall not be modified except by written amendment executed by authorized representatives of the parties.

U. NON – SOLICITATION STATEMENT: The Consultant swears that it has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Agreement. The Consultant has not paid or agreed to pay any person, other than a bona fide employee working for it, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from this Agreement

V. CONVICTED FELON STATEMENT: The Consultant swears that No Consultant principal, member, or officer has, within the preceding five years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records. The Consultant will confirm same through affidavit provided by City.

W. TERMINATION: Termination of this Agreement may be made by the City at any time, with or without cause, upon written notice to the Contractor. Termination of the contract shall be immediate or on the date designated by the City upon written notice served onto Consultant pursuant to the terms of this agreement. Contractor may termination this Agreement upon thirty (30) days written notice to the City either in person (signature receipt) or through Certified mail. Any work performed is to be paid by the City up until time of termination, and all work paid for must be completed by Contractor.

X. COMPLETE AGREEMENT: This Agreement, including all incorporated documents, constitutes the final and complete agreement and understanding between the parties. All prior and contemporaneous agreements and understandings, whether oral or written, are superseded by this Agreement and are without effect to vary or alter any terms or conditions of this Agreement.

ARTICLE XII. ELECTRONIC SIGNATURE AND DELIVERY

The Parties agree that a manually signed copy of this Agreement and any other document(s) attached to this Agreement delivered by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement. No legally binding obligation shall be created with respect to a party until such party has delivered or caused to be delivered a manually signed copy of this Agreement.

IN WITNESS WHEREOF, the City and the Consultant, through their duly authorized representatives, execute this Agreement.

CITY OF MANDEVILLE

BY: _____
CLAY MADDEN, MAYOR

Executed on this _____ day of _____, 2026.

FAIRWAY CONSULTING & ENGINEERING

BY: _____
JOHN A. CATALANOTTO, P.E., PMP, PRESIDENT

CORPORATE TAX I.D.

Attachment A

Fairway Consulting & Engineering Engineering Services Proposal
(dated April 10, 2026)



April 10, 2026

Attention: Mr. Buster Lyons, PE, Senior Project Manager

Digital Engineering & Imaging, Inc.
1080 West Causeway Approach
Mandeville, Louisiana 70471

via: email (blyons@deii.net)

Re: City of Mandeville
Hutchinson St. Water Main Replacement
Proposal for Professional Services

Dear Mr. Lyons,

As a follow-up to your letter dated January 13, 2026, please find attached our proposal to provide professional services for the replacement of the existing 4-inch water main with an 8-inch water main in Hutchinson Street between Monroe St. and Massena St. Fees proposed are based on use of the State of Louisiana Facility Planning & Control (FP&C) Fee Curve assuming a construction budget of \$800,000.

The following are included as attachments to this cover letter:

Attachment A – Scope of Services

Attachment B – Planning Level Opinion of Probable Construction Cost

Attachment C – Facility Planning and Control Fee Calculator

Fairway appreciates the opportunity to provide these services to the City and we're excited about being a part of the City's team to execute this important project.

Regards,

A handwritten signature in blue ink that reads "John A. Catalanotto".

John A. Catalanotto, PE, PMP
President

cc: C. Madden (Mandeville); K. Lagrange (Mandeville), D. Martin (Fairway); M. Loker (Fairway) ;
T. Brauner (Fairway)

Attachment A: Scope of Services

City of Mandeville Hutchinson Street Water Line Replacement

Hutchinson Street is located within the incorporated limits of the City of Mandeville (CLIENT) within the Old Mandeville are of the City. CLIENT desires to replace the existing 4-inch water main within Hutchinson Street with a new 8-inch water main. The limits of the water main replacement is within Hutchinson Street between Monroe St. and Massena St. Fairway Consulting and Engineering, LLC (CONSULTANT) will provide to CLIENT Basic Services consisting of engineering and design, bid, engineering services during construction (ESDC), and As-Builts. CONSULTANT will also provide supplemental services to CLIENT consisting of topographic surveying, and permitting. Optional services consisting of Resident Inspection are offered by CONSULTANT for CLIENT's consideration. The anticipated pre-design preliminary construction cost for the project is approximately \$800,000, and the project is anticipated to be publicly bid. A vicinity map and scope of services to be provided by CONSULTANT is provided below.



Task 1 – Project Management & Coordination

CONSULTANT will be responsible for coordination and management of the PROJECT through its assigned Project Manager (PM). The CONSULTANT PM will manage the financial and scheduling aspects of the various work activities identified herein for the period indicated in the Project Schedule. The CONSULTANT PM's efforts will be focused on completion of tasks and submittal

of deliverables according to the project schedule and budget, staffing, facilitating quality assurance / quality control (QA/QC) reviews of project efforts and identifying and communicating to the CLIENT issues that arise which may impact project progress. The scope of this task assumes a 12-month PROJECT duration.

Subtask 1.1: Kickoff Meeting

CONSULTANT will host a kickoff meeting with CLIENT. During the kickoff meeting, CONSULTANT will review the project scope, deliverables, schedules, and information needs. Meeting minutes will be developed and provided by CONSULTANT.

DELIVERABLES: *Agenda and meeting minutes from kickoff meeting.*

Subtask 1.2: Invoicing

CONSULTANT will prepare monthly invoices to the CLIENT using CONSULTANT's standard format.

DELIVERABLES: *Project invoices*

BASIC SERVICES

Task 2 – Engineering and Design

This task will include preparing design drawings and technical specifications for the proposed improvements. Improvements and deliverables to be provided by CONSULTANT are summarized below.

1. Replacement of the existing 4-inch water main within Hutchinson St. from Monroe St to Massena St. The existing water main will be replaced with an 8-inch PVC or HDPE water main, and total approximately 1,850 linear feet.
2. Installation of new fire hydrants.
3. Installation of isolation valves. New valves will be provided on each leg of crosses and tees at the connection points to the existing water mains in Monroe St and Massena St. Final valve locations will be coordinated with the Department of Public Works (DPW).
4. Replacement of existing water services to properties serviced by the new water main. New services will be routed to existing meters. Meters are not scheduled for replacement.
5. Tie-ins to the existing water system will be made at Monroe St. and Massena St.
6. Surface restoration of streets, sidewalks, and driveways that are disturbed during excavation. Surface type of restored surfaces is anticipated to match existing surface material type. The contract documents will require the Contractor to maintain access to residences on a daily basis.

Design deliverables are anticipated to include the following:

1. Preliminary Design/Design Development (DD): CONSULTANT will prepare contract documents (drawings and technical specifications) to an approximate 50% level of completion. For the DD deliverable, only horizontal alignment of proposed water mains will be included on the plan and profile sheets. Additionally, CONSULTANT will provide an OPCC based on the DD deliverable.
2. Permit Documents: CONSULTANT will prepare contract documents (drawings and specifications) that are suitable to submit to the Louisiana Department of Health (LDH) for review and comment. The Permit Documents will be signed and sealed by a Professional Engineer licensed in Louisiana.
3. Final Design/Construction Documents (CD): CONSULTANT will incorporate comments received by LDH into the contract documents (drawings and specifications). The CD deliverable will be signed and sealed by a Professional Engineer licensed in Louisiana and be suitable for publicly bidding the project. CONSULTANT will provide an OPCC based on the CD deliverable.

CONSULTANT assumes that CLIENT standard front end (Div 00) specifications will be provided for use when developing the technical specifications.

DELIVERABLES: Electronic (PDF) copies of DD, Permit, and CD drawings and technical specifications, Opinions of Probable Construction Cost at DD, and CD Deliverable stages.

Task 3 – Bid Phase

CONSULTANT assumes that the project will be bid as a single phased project inclusive of the project scope summarized herein.

Subtask 3.1: Attend Pre-bid Conference

CONSULTANT assumes that bid documents will be distributed by CLIENT Procurement Department. CONSULTANT will assist CLIENT in arranging and conducting one (1) pre-bid conference to be held with interested bidders. CONSULTANT shall assist the CLIENT in developing the agenda and content of the pre-bid conference.

Subtask 3.2: Respond to Bidders Questions and Prepare Addenda

CONSULTANT shall provide technical interpretation of the contract bid documents and will prepare responses to bidders' questions and requests. CONSULTANT will respond to questions received from bidders in writing and will document responses in the form of Addenda to the Bid Documents. Prior to distribution, Addenda will be approved by the CLIENT. CONSULTANT will distribute Addenda to plan holders.

DELIVERABLES: Addenda to project bid documents.

Subtask 3.3: Attend Bid Opening

At least one (1) member of the CONSULTANT's staff will attend the bid opening.

Subtask 3.4: Review/Tabulate Bids

CONSULTANT will assist the CLIENT in opening of bids. CONSULTANT will review bids received and evaluate them for responsiveness and bid price. CONSULTANT will prepare a bid evaluation letter with recommendation for award of the contract for construction. The CLIENT will make the final decision on the award of the contract for construction and the acceptance or rejection of bids.

DELIVERABLES: Bid evaluation letter and tabulation of bids

Task 4 – Construction Administration

CONSULTANT will provide services to assist the CLIENT in administering the contract for construction, monitor the performance of the CONTRACTOR, verify that the CONTRACTOR's work is in substantial accord with the contract documents, and assist the CLIENT in responding to events that occur during construction. These services are based upon the understanding that the CLIENT will contract directly with the CONTRACTOR and will be actively involved in the construction process to make decisions, provide approvals, and perform other actions necessary for the completion of the PROJECT. Services are based upon the CLIENT executing a contract for construction with one (1) contractor.

CONSULTANT's services are based upon the schedule or duration of construction anticipated at the time that these services are agreed. CONSULANT assumes that the duration of construction is six (6) months.

Subtask 4.1: Pre-Construction Conference

CONSULTANT will participate in a preconstruction conference. The pre-construction conference will be held at CLIENT office's and include CLIENT representatives, operations personnel, prime Contractor and significant subcontractors, and CONSULTANT PM/other staff. Issues to address will include submittal review, lines of communication, site responsibility, and coordination with operations, construction impacts, system testing and take over.

DELIVERABLES: Agenda for Pre-Construction Conference.

Subtask 4.2: Progress Meetings

CONSULTANT will meet with the CONTRACTOR and SUBCONTRACTORS monthly to discuss construction progress. CONSULTANT's PM and support staff, as necessary, will attend and participate in the meetings. CONSULTANT will prepare agendas and meeting summaries.

DELIVERABLES: Progress meeting agendas and summaries for up to six (6) progress meetings.

Subtask 4.3: Review Shop Drawings, Samples and Submittals

CONSULTANT will review material submittals and shop drawings as submitted by the CONTRACTOR. Shop drawings are defined as shop and working drawings of fabricated and manufactured equipment/materials, and general and detailed information on materials, equipment and products to be provided for the work. The shop drawings will be reviewed for substantial conformity with the intent of the contract drawings and specifications. Reviews will be performed and signed by the engineer that designed the PROJECT or their designee. CONSULTANT's scope shall be based upon the scope of work in the contract for construction.

DELIVERABLES: Review comments for shop drawing.

Subtask 4.4: Requests for Information

CONSULTANT will assist CLIENT with request for information (RFIs) received in writing from the CONTRACTOR. Written responses will be prepared in a memo format including elementary sketches to illustrate design details and intent.

DELIVERABLES: Responses to CONTRACTOR RFIs

Subtask 4.5: Change Orders

CONSULTANT PM and/or their designee will review, evaluate and provide input to the CLIENT regarding the validity, extent, and impact of changes proposed by the Contractor. These changes will be combined into change orders and processed by the CLIENT.

DELIVERABLES: Evaluation of CONTRACTOR's requests for change

Subtask 4.6: Contractor Invoice and Schedule Review

CONSULTANT will review CONTRACTOR's Invoice and Schedule on a monthly basis. Construction schedule activities, key activity durations, and critical path activities. The CONSULTANT will check that specified submittal reviews, construction sequencing requirements, project constraints, and closeout activities are included in the CONTRACTORS schedule.

DELIVERABLES: Comments on CONTRACTOR invoice and schedule review

Subtask 4.7: Periodic Site Visits & Meetings

CONSULTANT will on average will perform one monthly site visit to inspect and coordinate construction and to ensure the construction is being performed in general accordance with the contract documents. Task assumes construction duration is six (6) months.

DELIVERABLES: Up to six (6) site visits and inspection reports

Subtask 4.8: Substantial and Final Inspection

Upon receiving notice from CONTRACTOR that the PROJECT is substantially complete, CONSULTANT will conduct a walk-through of the PROJECT, develop a list of items needing completion or correction, and forward list to CLIENT. This will occur at a stage in construction of the PROJECT when the completed work can be utilized for the purposes for which it was intended, and where minor items need not be fully completed, but items that affect the operational integrity and function of the PROJECT are capable of continuous use.

Upon receiving notice from CONTRACTOR advising CONSULTANT that the PROJECT is complete, CONSULTANT will perform a final walk-through in conjunction with the CLIENT. CONSULTANT will perform one visit upon notice of substantial completion and one visit at final completion (2 total visits).

CONSULTANT will participate in a one-year warranty period inspection and provide a summary of any defective workmanship and/or equipment defects. The warranty period inspection will be conducted in the presence of CLIENT and CONTRACTOR.

DELIVERABLES: Up to three (3) site visits and field observation reports

Task 5 – As-Builts

CONSULTANT will revise design drawings based upon redlines to the plans and specifications, including minor revisions to the work, addenda and change order documents, maintained by the CONTRACTOR. This scope of work assumes accurate and complete, record markups from the CONTRACTOR.

CONSULTANT will prepare one set of record drawings, with revision block completed (but otherwise unsigned). Deliverable will be submitted electronically in as PDF format.

DELIVERABLE: Record Drawings (pdf).

SUPPLEMENTAL SERVICES

Task 6 – Resident Inspection (RI) (IF REQUESTED)

CONSULTANT will provide one (1) full-time (average 40 hrs per week) Resident Inspector (RI) at the job-site to manage and oversee ongoing construction work. The RI will provide routine construction inspection, prepare daily reports, attend weekly progress meetings, assist in negotiation of CONTRACTOR change orders, track construction schedule and weather delays, and coordinate with CITY operations and maintenance staff.

Assumed budget for this task is 800 hours over a six (6) month construction duration.

DELIVERABLE: Daily inspection reports.

Task 7 – Topographic Survey

CONSULTANT will subcontract with a licensed professional land surveyor licensed in Louisiana to obtain topographic survey and utility data within the water main corridor. The limits of the survey area anticipated to be from right-of-way (ROW) to ROW.

DELIVERABLE: Electronic (PDF) copies of topographic survey.

Task 8 – Permitting

Work under this task consists of assisting CLIENT in coordinating with and providing data and documentation to obtain necessary permits from the Louisiana Department of Health (LDH) and a Louisiana Joint Coastal Use Permit (CUP). CONSULTANT will prepare necessary documentation including design drawings and other information necessary for completing the required permit applications for LDH and the CUP. CONSULTANT will fill out required applications, provide supporting documentation/data, and will participate in meetings with permitting agencies.

CONSULTANT will assist CLIENT with ensuring that CONTRACTOR prepares and submits any CLIENT required project permits.

DELIVERABLES: Documentation for LDH and CUP permits.

Services Not Included

The following specific tasks are not included in this SCOPE OF WORK:

- A. Certifying Contractor's redline drawings. Resident inspector will perform quality review of CONTRACTOR supplied redline drawings based on field observations during construction.
- B. Services made necessary by the default of the Contractor in the performance of the construction contract.
- C. Serving as an expert witness in connection with any court proceedings resulting from any aspect of the construction contract.
- D. Geotechnical Investigation and Report
- E. Permitting fees.
- F. Modifications to existing infrastructure not included in project scope to provide handicap accessibility or otherwise meet ADA compliance.
- G. Phase I or II Environmental Site Assessment
- H. Property acquisition (including pipeline servitudes and rights-of way)
- I. Design of traffic control device plans

- J. Development of Storm Water Pollution or Prevention Plans (SWPPP)
- K. Subsurface utility exploration (potholing) during design phase of project
- L. Water distribution system hydraulic modeling

Obligations of Client

The CLIENT will be responsible to:

- A. Assign a single point of contact to serve as the CLIENT Project Manager.
- B. Attend scheduled progress meetings and conference calls with CONSULTANT.
- C. Coordinate and schedule CLIENT staff for meetings, interviews, teleconference review meetings, and CONSULTANT's site inspection.
- D. Provide CONSULTANT with existing data and documentation for the facilities in electronic and hard copy form, as available within seven (7) days of request.
- E. Meet with CONSULTANT as requested to provide input and decisions.
- F. Provide access to CLIENT facilities, documents and key public works staff.
- G. Provide operational staff for assistance and support for CONSULTANT during field site inspection/interview visits

Project Schedule

Based on issuance of the Notice to Proceed (NTP) by the CLIENT, CONSULTANT will execute the project upon Notice to Proceed according to the following:

1. Task 1 (Project Management): Project duration. Assumed to be twelve (12) months.
2. Basic Services
 - a. Task 2 (Engineering and Design)
 - i. Preliminary Design/Design Development (DD): Eight (8) weeks from receipt of executed contract and/or Notice to Proceed (NTP) from Client and topographic survey.
 - ii. Permit Documents: Eight (8) weeks from receipt of comments from Client on DD deliverable
 - iii. Final Design/Construction Documents: Two (2) weeks from receipt of comments from permitting agencies.
 - b. Task 3 (Bid Phase): Sixty (60) days following advertisement of bids.
 - c. Task 4 (Construction Administration): Throughout duration of construction phase assumed to be six (6) months.
 - d. Task 5 (As-Builts): Within four (4) weeks of receipt of Contractor red lines.
3. Supplemental Services

- a. Task 6 (Resident Inspection) (OPTIONAL): Throughout duration of construction phase assumed to be six (6) months.
- b. Task 7 (Topographic Survey): Eight (8) weeks from receipt of executed contract.
- c. Task 8 (Permitting): As-needed throughout design and construction phase of the project. CONTRACTOR will be responsible for submitting any CLIENT required permits upon project award and execution of agreement.

Compensation

Consultant will provide services indicated herein in accordance with the following fee schedule and payment terms. For lump sum tasks, Consultant will invoice PARISH at the percent complete of each task. Hourly rates utilized for time and material tasks will be based on the below rate table. Fee for Basic Services is based on the Facility Planning and Control A/E Fee curve assuming a construction budget of \$800,000. A/E and CLIENT reserve the ability to adjust the final Basic and Supplemental fee based upon the accepted bid of the lowest responsive bidder.

Basic Services			
Task/ Subtask	Description	Payment Terms	Fee
1	Preliminary Design/Design Development (45%)	Fixed Fee	\$ 29,756.25
1	Final Design/Construction Documents (20%)	Fixed Fee	\$ 13,225.00
2	Bid Phase and Award (5%)	Fixed Fee	\$ 3,306.25
3	Construction Administration (25%)	Fixed Fee	\$ 16,531.25
4	Contractor Closeout/As-Builts (5%)	Fixed Fee	\$ 3,306.25
<i>Subtotal</i>			\$ 66,125.00

Supplemental Services			
Task/ Subtask	Description	Payment Terms	Fee
5	Permitting	Fixed Fee, NTE	\$ 10,000.00
6	Resident Inspection (If Requested)	Hourly, NTE	\$ 60,000.00
7	Topographic and Boundary Surveying	Cost + 10%	\$ 20,000.00
<i>Subtotal</i>			\$ 90,000.00

Total \$ 156,125.00



Project Title:	Attachment B - Hutchinson St Water Main Replacement
Project Component:	
Date:	Thursday, February 5, 2026
Prepared By:	Fairway Consulting and Engineering

Item No	Spec Item	Item Description	Quantity Installed	Units	Installation Price (From Unit Price Index)	TOTAL COST	REMARKS
1		8" Water Main, PVC, Restrained, HDD	1850	LF	\$ 130.00	\$ 240,500.00	
2		8" Diameter Mechanical Joint Horizontal and Vertical AWWA C110 Fittings (All Angles)	4	EA	\$ 440.00	\$ 1,760.00	
3		1" Diameter AWWA C-901 Water Service Connections Short Side	17	EA	\$ 940.00	\$ 15,980.00	
4		1" Diameter AWWA C-901 Water Service Connections Long Side	23	EA	\$ 1,950.00	\$ 44,850.00	
5		Fire Hydrant Assembly Lead, including 6" Gate Valve	4	EA	\$ 6,300.00	\$ 25,200.00	
6		Water Main Tie-in, Monroe St.	1	LS	\$ 10,000.00	\$ 10,000.00	
7		Water Main Tie-in, Massena St	1	LS	\$ 10,000.00	\$ 10,000.00	
8		Sod	100	SY	\$ 2,500.00	\$ 250,000.00	
9		Pre-Construction Videos	1	LS	\$ 10,000.00	\$ 10,000.00	
10		Asphalt Pavement Restoration	100	SY	\$ 145.00	\$ 14,500.00	
11		Potholing	10	EA	\$ 300.00	\$ 3,000.00	
12		Horizontal Directional Drill (HDD) Pits	4	EA	\$ 1,425.00	\$ 5,700.00	
13		Sidewalk/Driveway Restoration	100	SY	\$ 100.00	\$ 10,000.00	
14							
15							
16							

SUMMARY AND LUMP SUM/CONTINGENCY ITEMS

	Subtotal:	\$ 641,490.00	
Construction Layout:	1%	\$ 6,414.90	
Temporary Traffic Control:	1%	\$ 6,414.90	
Mobilization:	10%	\$ 64,149.00	
Contingency:	10%	\$ 64,149.00	

CONSTRUCTION TOTAL \$ 782,617.80
CONSTRUCTION TOTAL (ROUNDED) \$ 800,000.00

Attachment C - State of Louisiana - Facility Planning and Control

Project Name **Hutchinson St. Water Main Replacement**

Date **2/10/26**

A. Enter the Available Funds for Construction	\$800,000	data entry
B. Enter the Renovation Factor (if not applicable, enter '1')	1.00	data entry
C. Enter the subject year for cost index data (prior year)	2025	data entry
D. The Building Cost Index for the subject year is	8569	from table
E. The Consumer Price Index for the subject year is	321.9	from table
F. The BCI for the reference year (1975) was	1306	constant
G. The CPI for the reference year (1975) was	53.8	constant
H. The BCI ratio is	0.152410	F / D
I. The CPI ratio is	5.983271	E / G
J. The adjusted AFC for the reference year (1975) is	\$121,928	A x H
K. Log [1975 AFC] =	5.086103	log [J]
L. The adjusted fee percentage using a numerator of 46.10 =	9.063914%	46.10 / K %
M. The adjusted fee amount for the reference year is	\$11,051	L x J
N. The adjusted base fee for the subject year is	\$66,124	M x I
O. TOTAL FEE (including Renovation factor, if any) =	\$66,124	N x B
P. Fee as a percentage of the AFC =	8.27%	O / A %

John Catalanotto

From: Ryan Brown <ryanb@brownsurveys.com>
Sent: Tuesday, February 10, 2026 9:04 AM
To: John Catalanotto
Subject: Re: Request for Proposal for Hutchinson St. Water Line Replacement

John, see below.. I sent this to Randy yesterday morning and not to you for some stupid reason.

I apologize for the lateness. Please let me know you received the estimate.

Thanks,
Ryan

Ryan Brown

Vice President

[Randall W. Brown & Associates, Inc.](#)

Professional Land Surveyors

228 W Causeway Approach

Mandeville, La. 70448

Office: 985.624.5368

Fax : 985.624.5309

EMAIL: ryanb@brownsurveys.com

On Tue, Feb 10, 2026 at 9:02 AM Ryan Brown <ryanb@brownsurveys.com> wrote:

John,

We have prepared an estimate to topo the ~2800 feet as shown on your provided sketch, locating all visible improvements and drainage features within the apparent right of ways, obtaining elevations on hard points and natural ground throughout the project including drain and sewer inverts, as well as large trees and live oak drip lines. This would be an elevation survey only, not a boundary survey.

The cost for this work would be \$16,695.00.

We would request around 20 days to complete.

Please let me know if you have any questions or would like any additional information.

Thanks,
-Ryan

Ryan Brown

Vice President

[Randall W. Brown & Associates, Inc.](#)

Professional Land Surveyors

228 W Causeway Approach

Mandeville, La. 70448

Office: 985.624.5368

Fax : 985.624.5309

EMAIL: ryanb@brownsurveys.com

On Thu, Feb 5, 2026 at 4:12 PM John Catalanotto <john.catalanotto@fairwayce.com> wrote:

Thank you!

John A. Catalanotto, PE*, PMP

*Licensed LA, MS, AL, AR

President

827 W. 22nd Ave.

Covington, Louisiana 70433

Office: 985-288-2770

Direct: 985-288-2771

Cell: 504-234-1556

www.fairwayce.com



FAIRWAY
CONSULTING + ENGINEERING

From: Ryan Brown <ryanb@brownsurveys.com>
Sent: Thursday, February 5, 2026 2:18 PM
To: John Catalanotto <john.catalanotto@fairwayce.com>
Cc: rbrown@brownsurveys.com; David Martin <david.martin@fairwayce.com>; Matthew Loker <matthew.loker@fairwayce.com>
Subject: Re: Request for Proposal for Hutchinson St. Water Line Replacement

Received. Will get back to you by EOD Monday.

Ryan Brown

Vice President

[Randall W. Brown & Associates, Inc.](#)
Professional Land Surveyors
228 W Causeway Approach
Mandeville, La. 70448
Office: 985.624.5368
Fax : 985.624.5309
EMAIL: ryanb@brownsurveys.com

On Thu, Feb 5, 2026 at 2:16 PM John Catalanotto <john.catalanotto@fairwayce.com> wrote:

Hi Ryan and Randy,

We're currently preparing a proposal for a project with the City of Mandeville that includes replacement of the existing 4" water main with an 8" water main within Hutchinson Street between Monroe St. and Massena St. Can you please provide us with a proposal by the end of the day next Monday (2/9) to provide topo survey for the corridor included in the attachment?

This project will move forward unlike the one we reached out to you all for support in Abita.

Thanks,

John A. Catalanotto, PE*, PMP

*Licensed LA, MS, AL, AR

President

827 W. 22nd Ave.

Covington, Louisiana 70433

Office: 985-288-2770

Direct: 985-288-2771

Cell: 504-234-1556

www.fairwayce.com



FAIRWAY
CONSULTING + ENGINEERING



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/12/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dan J. Burghardt Insurance Agency, Inc. 3008 David Drive Metairie, LA 70003 License #: 197908	CONTACT NAME: William John Shylock PHONE (A/C, No. Ext): (504)455-7283 E-MAIL ADDRESS: johns@danburghardt.com	FAX (A/C, No): (504)456-8599	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Fairway Consulting And Engineering, LLC 827 W. 22nd Ave Covington, LA 70433	INSURER A : Mesa Underwriters- RTS		44695
	INSURER B : Progressive		
	INSURER C : StarStone Specialty Insurance- RTS		
	INSURER D : Amtrust North America		
	INSURER E : Canopy / Palms - SLB		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER: 00679978-493193

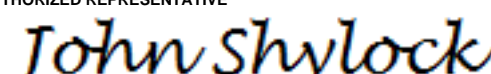
REVISION NUMBER: 47

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	MP001000510070000	05/05/2026	05/05/2027	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	01012617	02/28/2026	08/28/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	Y	Y	ESC00556408P-04	05/05/2026	04/05/2027	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	WWC3773416	04/29/2026	04/29/2027	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	Professional Liabili			CSIPAE00097-1	05/05/2026	05/05/2027	Per claim \$ \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City Of Mandeville 3101 East Causeway Approach Mandeville, LA 70448	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  (WJS)
--	--

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CORPORATE RESOLUTION

Excerpt from minutes of the meeting of the Board of Directors of Fairway Consulting and Engineering, LLC Incorporated. At the meeting of Directors of Fairway Consulting and Engineering, LLC, duly noticed and held on April 15, 2026, a quorum being there present, on motion duly made and seconded. It was: RESOLVED.

That John Catalanotto, PE, PMP - President, be and is hereby appointed, constituted and designated as agent and attorney-in fact of the corporation with full power and authority to act on behalf of this corporation in all negotiations, bidding, concerns and transactions with City of Mandeville, Louisiana or any of its agencies, departments, employees or agents, including but not limited to, the execution of all bids, papers, documents, affidavits, bonds, sureties, contracts and acts and to receive and receipt therefore all purchase orders and notices issued pursuant to the provisions of any such contract, this corporation hereby ratifying, approving, confirming and accepting each and every such act performed by said agent and attorney-in-fact.

I hereby certify the foregoing to be a true and correct copy of an excerpt of the minutes of the above dated meeting of the Board of Directors of said Corporation, and the same has not been revoked or rescinded.



SECRETARY-TREASURER

April 21, 2026

DATE

CITY OF MANDEVILLE
DISCLOSURE OF OWNERSHIP

STATE OF LOUISIANA
PARISH/ COUNTY OF St. Tammany

BEFORE ME, the undersigned Notary in and for the parish/county herein above shown, personally came and appeared the undersigned who, after being duly sworn, did depose and say that Fairway Consulting and Engineering, LLC (**Company Name**) is contracting with the City of Mandeville and listed below are the names and addresses of all persons or corporate entities who hold ownership interest in the company or who hold by proxy the voting power in the company and, if anyone is holding stock in his/her own name that actually belongs to another, the name of the person(s) for whom held, including stock held pursuant to a counter letter.

1. Persons or entities with ownership interests in the company:

John Catalanoito, PE, PMP - President
Name Address

Name Address

Name Address

2. Persons or entities who hold by proxy the voting power:

John Catalanoito, PE, PMP - President
Name Address

Name Address

Name Address

3. Stock held for others and for whom held:

N/A
Name Address

For Whom Held Address


Name Address

For Whom Held Address

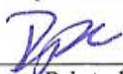
Name Address

For Whom Held Address

Sworn to and subscribed before me, the undersigned Notary Public, on this date: 4/28/26



Corporation Representative



Notary signature, Printed name and Notary/Bar Roll # 31095
Rachael P. Catalanoito

AFFIDAVIT

STATE OF LOUISIANA

PARISH OF ST. TAMMANY

BEFORE ME, the undersigned Notary Public, duly commissioned and qualified in this State and Parish, personally came and appeared:

John Catalanotto, PE, PMP - President

the party submitting a non-bid contract and who has submitted this affidavit with said contract, after being duly sworn did attest and testify as to the truth of all of the factual allegations contained in the petition, specifically as follows:

Choose A or B. If Option A is indicated please include the requested attachment.

Disclosure No. 1

A. Within the 48 month period preceding the date of the contract with the City of Mandeville, I **Have** made campaign contributions which total \$200.00 or more to a Mandeville City Council member or Mayor of the City of Mandeville. I have attached a list of each contribution, its amount, the date of the contribution, and the recipient or recipients of the contribution.

B. _____ Within the 48 month period preceding the date of the contract with the City of Mandeville, I **Have Not** made campaign contributions which total \$200.00 or more to a Mandeville City Council member or Mayor of the City of Mandeville.

Disclosure No. 2

A. _____ I **Do** owe a debt or debts to an elected or appointed official or officials of the City of Mandeville. I have attached a list of all debts and the elected or appointed official or officials of the City of Mandeville to whom those debts are owed.

B. I **Do Not** owe any debts to any elected or appointed official of the City of Mandeville.

Disclosure No. 3

A. _____ I **Have** made a contribution to or in support of elected officials of the City of Mandeville in the name of another person or firm directly or indirectly. I have attached a list of all contributions to or support of elected officials of the City of Mandeville, the amount of the contribution or support, the recipient or recipients of the contribution, and the name of the person or firm through whom the contribution was made.

B. I **Have Not** made any contribution to or in support of elected officials of the City of Mandeville in the name of another person or firm directly or indirectly.

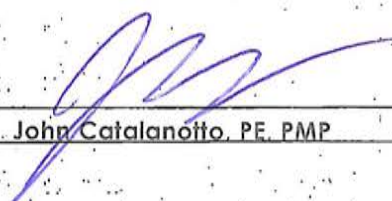
Disclosure No. 4

A. This affidavit Is being submitted on behalf of a corporation, LLC, or other legal entity. I have attached a list of contributions made by officers, directors, and owners, including employees, owning 25% or more of the company or legal entity.

B. This affidavit Is Not being submitted on behalf of a corporation, LLC, or other legal entity.


The above is in compliance and pursuant to City of Mandeville Ordinance No. 14-07.

I agree to and acknowledge that an updated affidavit must be submitted if there are any changes to the above sworn statements between the time the affidavit is executed and the time the contract is awarded.



John Catalano, PE, PMP, AFFIANT

SWORN TO AND SUBSCRIBED before
me this 28 day of April 2026



Rachael Catalano, Notary
Bar Roll # 31095
My Commission Expires dec 2026

Contributions to Council Members or Mayor of the City of Mandeville

Date of Contribution	Amount	Recipient(s)
06/24/2025	\$2,000.00	Mayor Clay Madden Campaign

Debts Owed to Appointed or Elected Officials of the City of Mandeville

Amount of Debt	Elected or Appointed Official Owed Debt
N/A	

Contributions Made in the Name of Another

Date of Contribution	Amount	Recipient	Contributor
N/A			

Contributions Made by Officers, Directors, Owners, and/or Employees

Date	Amount	Recipient	Contributing Officer, Director, Owner, or Employee	% Share of Company
N/A				

NON-CONVICTION AFFIDAVIT

STATE OF LOUISIANA
PARISH OF St. Tammany

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND APPEARED John Catalanofo, PE, PMP, WHO AFTER BEING BY ME DULY SWORN, DEPOSED AND SAID THAT HE IS THE FULLY AUTHORISED President OF Fairway Consulting and Engineering, LLC (HEREIN AFTER REFERRED TO AS BIDDER) THE PARTY WHO SUBMITTED A BID FOR City of Mandeville, LA, BID NO. _____ AND SAID AFFIANT FURTHER SAID:

He/she personally has not been convicted of, nor has he/she entered a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. No individual partner, incorporator, director, manager, officer, organizer, or member, who has a minimum of a ten percent ownership in the bidding entity, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below.

A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- (a) Public bribery (R.S. 14:118).
- (b) Corrupt influencing (R.S. 14:120).
- (c) Extortion (R.S. 14:66).
- (d) Money laundering (R.S. 14:230).

A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five years from the date of conviction or from the date of the entrance of the plea of guilty or nolo contendere:

- (a) Theft (R.S. 14:67).
- (b) Identity Theft (R.S. 14:67.16).
- (c) Theft of a business record (R.S. 14:67.20).
- (d) False accounting (R.S. 14:70).
- (e) Issuing worthless checks (R.S. 14:71).
- (f) Bank fraud (R.S. 14:71.1).
- (g) Forgery (R.S. 14:72).
- (h) Contractors; misapplication of payments (R.S. 14:202).
- (i) Malfeasance in office (R.S. 14:134).

The five-year prohibition provided for in this section shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to these provisions. If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the costs of rebidding, additional costs due to increased costs of bids and any and all delay costs due to the rebid or cancellation of this project.

AUTHORIZED SIGNATURE

SWORN TO AND SUBSCRIBED
BEFORE ME THIS 20
DAY OF April, 2020

NOTARY PUBLIC

20 day of April, 2020
Rachael Catalanofo

FIREARM INDUSTRY NON-DISCRIMINATION AFFIDAVIT (R.S. 38:2216.1)

STATE OF LOUISIANA
PARISH OF St. Tammany

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND APPEARED John Catalanoito, PE, PMP, WHO AFTER BEING BY ME DULY SOWRN, DEPOSED AND SAID THAT THEY ARE THE FULLY AUTHORIZED President OF Fairway Consulting and Engineering, LLC (HEREINAFTER REFERRED TO AS BIDDER) THE PARTY WHO SUBMITTED A BID FOR Mandeville Hutchinson St. Water Main Replacement Project, BID NO. _____ AND SAID AFFIANT FURTHER DECLARED:

Pursuant to La. R.S. 38:2216.1, a public entity may not enter into a contract with a company for the purchase of goods or services unless the contract contains a written verification regarding the firearm industry non-discrimination as set forth in the statute. I HEREBY ATTEST THAT:

_____ The Bidder has fifty (50) or more full-time employees and:

1. The Bidder does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as such; and
2. The Bidder will not discriminate against a firearm entity or firearm trade association during the term of this Contract based solely on such status.

The Bidder does not have fifty (50) or more full-time employees and/or this is a sole source provider contract and therefore not subject to the firearm industry non-verification requirement set forth in La. R.S. 38:2216.1.

This written verification is a condition of the Contract and is incorporated herein by reference. Failure to maintain compliance with this certification during the term of the Contract shall constitute a material breach and may result in termination of the Contract and/or other remedies available under law.



AUTHORIZED SIGNATURE

SWORN TO AND SUBSCRIBED

BEFORE ME THIS 28

DAY OF April, 2026

NOTARY PUBLIC #31095
Rachael Catalanoito

CODE OF CONDUCT

A. POLICY STATEMENT.

The citizens of the City of Mandeville rightfully expect elected municipal officials, unclassified employees and appointed personnel to adhere to the highest standards of professional and ethical conduct in the performance of their duties and responsibilities. The City of Mandeville Personnel Policies and Police Standard Operating Procedures Manual specifies the conduct of the classified civil service employee so that this code does not apply to this class of city employees. This code applies to the following persons:

- Elected municipal officials of the City of Mandeville.
- Unclassified employees of the City of Mandeville.
- Persons appointed or elected to the various boards and commissions of the City of Mandeville.
- Contractors as described in Section D of this code. Contractors are not obligated to participate in the training requirements of this code but will be required to demonstrate that they are familiar with this code and the Louisiana State Code of Ethics.

While this document in and of itself is not punitive in nature, it complements the existing laws incorporated in the Louisiana State Code of Ethics and other existing policies that cover persons employed by the City of Mandeville. All elected municipal officials, unclassified employees and appointed personnel of the city in whatever capacity should know that infractions of this Code of Conduct may also be violations prohibited by state ethical rules and regulations which do carry punitive provisions.

Every person covered by this Code has a unique position of trust in the community and, therefore, assumes a special responsibility to act with the highest standards of honesty, fidelity and fairness. Said persons should conduct themselves in a manner that merits public trust and confidence.

B. PURPOSE OF THIS POLICY.

Section 7-02 of the City Charter for the City of Mandeville provides that "All officers and employees of the city government shall comply with the provisions of the Louisiana State Code of Ethics pertaining to local government." The purpose of the Code of Conduct is to complement the Code of Ethics with a code that requires conduct over and above the strict adherence to the letter of the general law and the Louisiana State Ethics Code. To establish a set of guidelines for the behavior of the persons covered by this code which will enhance the effectiveness of city government while maintaining the high standards of quality and professionalism necessary for the city to successfully project the best image possible.

**C. CITY OF MANDEVILLE CODE OF CONDUCT FOR ELECTED,
UNCLASSIFIED EMPLOYEES AND APPOINTED PERSONNEL.**

All persons in each category as defined by the above title shall sign a copy of this Code of Conduct thereby acknowledging that they have received a copy and understand that it is therefore their responsibility to comply with this Code of Conduct and any revisions to it as follows:

1. Adhere to the principle that all activities undertaken by persons covered by this code shall be in the best interests of the citizens of the city and with the goal of perfection of city government. That no personal gain or benefit, except for compensation and benefits accompanying applicable personnel, should be accepted.
2. Accept the responsibility that any improper conduct can reflect negatively on the public image of the city and bring embarrassment and discontent to the citizens of the city. It is the intent of this Code of Conduct to make the persons covered by this code aware, through training, of the existing laws and city rules and regulations of employment that are designed to respond to any improper conduct in whatever context.
3. Participate in a comprehensive training program regarding the Louisiana State Code of Ethics and this Code of Conduct for all levels of personnel defined by this Code of Conduct except Contractors. This training shall include, but not be limited to, ongoing small and large group training sessions highlighting general rules of conduct and specific rules of conduct pertaining to elected municipal officials, unclassified employees or appointed personnel. This training shall amplify what personnel can or cannot do in complying with the Louisiana State Code of Ethics and this Code of Conduct. It shall also identify and help personnel recognize potential conflicts of interest and provide mechanisms for alerting the proper officials of such potential conflicts. Each person covered by this code, except Contractors, shall be required to participate in at least two hours of training per calendar year. These hours shall be certified to the Personnel Director and be a part of the person's record.
4. Always be in full compliance with all applicable federal, state and local laws and regulations.
5. Direct all requests for documents under the Public Records law to the City Attorney for response. All requests for documents under the Public Records law shall be in writing.
6. Respect the confidentiality of information concerning the City, City personnel or proceedings of the City.

D. CONTRACTORS.

Any individual or business entity that enters into a contract with the City of Mandeville shall be subject to this code and be referred to herein as a "Contractor". Every Contractor shall be mindful of the principles of law relating to the Code of Governmental Ethics of the State of Louisiana. The Contractor shall not make or authorize any payment or give anything of value directly or indirectly to an official of this government for the purpose of influencing an act or decision of official capacity or for assisting in obtaining or retaining business for or with, or for direction of business to any person. Likewise, the Contractor will not make or authorize any payment to anyone for the purpose of influencing any official act or decision or inducing such entity or person to use any influence with this government to assist anyone in obtaining or retaining business for or with, or directing business to, any person. Any breach or violation of this clause by the Contractor shall be considered a substantial and material breach of its contract with the City of Mandeville.

That all Contractors shall sign an affidavit in the form attached hereto as Attachment A as a condition of their contract with the City of Mandeville.

E. COMPLAINTS.

All complaints shall be in writing and signed by the person making the complaint. There shall be no "anonymous complaints". Any person wishing to file a complaint regarding any person covered by this code shall send the complaint to the City Attorney's Office where a log will be kept of such complaints. A copy of any complaint regarding any person covered by this code shall be sent to the person complained of within three days of the receipt of the complaint. The person complained of shall have five days to respond in writing to the complaint and his or her response shall be part of the complaint record. If such complaint alleges ethical violations, then the City Attorney shall recommend to the person making the complaint that he or she forward a copy of the complaint to the Louisiana Board of Ethics for further action.

Any person who wishes to make a complaint to the Louisiana Board of Ethics may do so by sending the complaint to Louisiana Ethics Administration Program, P.O. Box 4368, Baton Rouge, LA, 70821 or call the Board office at (225) 219-5600.

ATTACHMENT "A"

CODE OF CONDUCT AFFIDAVIT

STATE OF LOUISIANA

PARISH OF St. Tammany

AFFIDAVIT

BEFORE ME, the undersigned Notary Public personally came and appeared:

John Catalanotto, PE, PMP ; if a corporation, LLC, or partnership, then the affidavit may be signed by corporate officer, member or partner stating that the subject organization is aware of the Code of Governmental Ethics.

Who, after first being duly sworn did depose and say he/she is the president, corporate officer, or designee of Fairway Consulting and Engineering, LLC and that he/she is familiar with the Code of Governmental Ethics contained in Louisiana Revised Statutes at Title 42, Chapter 15 and is familiar with and has a copy of the Code of Conduct for the City of Mandeville; and

That, John Catalanotto, PE, PMP will conform to the provisions in the Code of Governmental Ethics and the Code of Conduct as a condition of any contract between the company and the City of Mandeville, Louisiana; and

That, the provisions of the Code of Governmental Ethics and the Code of Conduct shall apply to any subcontract that the contractor has with any other entity in the performance of its contract with the City of Mandeville, Louisiana and there shall be a statement in every subcontract to that effect.

WITNESSES:

CONTRACTOR:

Suzanne Brauner
[Signature]

By:

[Signature]

Sworn to and subscribed before me this 28 day of April, ~~2010~~ 2020

[Signature]
Rachael Catlett #31555

RES 26-21

THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER ZUCKERMAN AND MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____; SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

RESOLUTION NO. 26-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AUTHORIZING THE MAYOR OF THE CITY OF MANDEVILLE TO EXECUTE AMENDMENT NO.3 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF MANDEVILLE AND CSRS, LLC AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City desires to amend the Professional Services Agreement with CSRS, LLC (“Consultant”), through which Consultant provides professional services to the City of Mandeville for a hydraulic impact analysis for the Ravine Aux Coquille Watershed Modeling Project and has been in effect since June 28, 2023; and

WHEREAS, on May 28, 2024, in accordance with Amendment No.1, the project scope of services was expanded to add pre-design services and the contract time was extended two (2) additional years to commence March 28, 2026 with the option to renew on an annual basis for no longer than three (3) additional years; and

WHEREAS, on March 16, 2026, in accordance with Amendment No.2, the Consultant’s professional services fee was modified to compensate for the expanded scope of services to have the Consultant provide key testimony and legal support services on an hourly as needed basis; and

WHEREAS, the City and Consultant now desire to further amend the Agreement, Amendment No.3, to adjust the Consultant’s Predesign services under Article IV Compensation based on actual Phase I Survey and Phase III H&H Study services performed through March 2026, in addition to providing allowances for the Consultant to continue providing Phase I Survey, Phase II Environmental, and Phase III H&H services on an as needed basis, not to exceed \$422,926.50.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mandeville, hereby authorizes and empowers the Mayor of the City to execute Amendment No.3 to the Professional Services Agreement with CSRS, LLC, to increase the total Consultant’s fee by an amount not to exceed a total contract amount of \$422,926.50.

With the above resolution having been properly introduced and duly seconded, the vote was as follows:

AYES:

NAYS:

ABSTENTIONS:
ABSENT:

and the resolution was declared adopted this 28th day of May, 2026.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

**AMENDMENT NO. 3
TO THE
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF MANDEVILLE
AND
CSRS, LLC**

THIS AMENDMENT is made effective as of the _____ day of _____ 2026, between the City of Mandeville (“**City**”), with an office at 1100 Mandeville High Blvd., Mandeville, Louisiana 70471 and CSRS, LLC (“**Consultant**”) with an office at 8555 United Plaza Blvd., Baton Rouge, Louisiana 70809. The City and the Consultant are sometimes collectively referred to as the "**Parties.**"

WHEREAS, on June 28, 2023, the City and the Consultant entered into a Professional Services Agreement (“**Agreement**”) for professional services to perform a hydraulic impact analysis for the Ravine Aux Coquille Watershed Modeling Project;

WHEREAS, on May 28, 2024, in accordance with Amendment No. 1, the City and the Consultant agreed to modify the Consultant’s professional services fee to compensate the Consultant for the expanded project scope of services to have the Consultant provide Pre-Design Services (Task Order No. 1) including Surveying, Environmental and Hydrologic and Hydraulic (H&H) study tasks; Design Services (Task Order 2) including professional engineering Preliminary Design Phase and Final Design Phase basic services; and Construction Services (Task Order No. 3) including Bid & Award Phase, Construction Administration Phase, and Construction Closeout Phase basic services, in addition to Inspection, Reporting and Verification services (if requested) for the Ravine Aux Coquille Watershed Modeling Project;

WHEREAS, per Amendment No. 1, the City and Consultant further agreed to extend the Consultant’s contract time two (2) additional years to commence on the effective date of Amendment No. 1, or March 28, 2024, to March 28, 2026, with the option to renew on an annual basis for no longer than three (3) additional years;

WHEREAS, on March 16, 2026, in accordance with Amendment No. 2, the City and the Consultant agreed to modify the Consultant’s professional services fee to compensate the Consultant for the expanded project scope of services to have the Consultant provide key testimony and legal support services on an hourly as needed basis;

WHEREAS, the Parties now desire to further amend the Agreement, as previously amended, to adjust the Consultant’s Task Order No. 1 Predesign Services compensation under Article IV Compensation based on actual Phase I Survey and Phase III H&H Study services performed through March 2026 as summarized in **Attachment A**, in addition to providing allowances for the Consultant to continue providing Phase I Survey, Phase II Environmental, and Phase III H&H services on as needed basis per the Consultant’s supplemental proposal dated April 27 2026 included herein as **Attachment B**;

NOW, THEREFORE, in consideration of the mutual promises hereinafter contained, the parties hereto agree as follows:

1. **Article IV. COMPENSATION** subsection A and B are hereby amended to read:

A. FEES UNDER THIS AGREEMENT: The Consultant’s compensation for the services performed under this Agreement, as amended, shall be in accordance with the following fees:

	Original Contract Fee (Hydraulic Impact Analysis, Hourly, NTE)	\$50,000.00
TASK ORDER 1. PREDESIGN SERVICES	Amendment No. 1	
Phase	Description	Fee
Phase I (A01)	Survey (Hourly, NTE)	\$19,005.00
Phase II (A02)	Environmental (Hourly, NTE)	\$47,500.00
Phase III (A03)	H&H (Hourly, NTE)	\$32,000.00
	Total Fee Task Order 1	\$98,505.00
TASK ORDER 2. DESIGN SERVICES	Amendment No. 1	
Phase	Description	Fee
Phase IV (A04)	Preliminary Design (Lump Sum)	\$50,000.00
Phase V(a) (A05)	Final Design (Lump Sum)	\$48,500.00
	Total Fee Task Order 2	\$98,500.00
TASK ORDER 3. CONSTRUCTION SERVICES		
Phase	Description	Fee
Phase V(b) (A06)	Bid & Award (Lump Sum)	\$12,500.00
Phase VI(a)&VI(b) (A07)	Construction Administration & Closeout (Lump Sum)	\$25,000.00
Phase VI(c)	Inspection, Reporting, and Verification (Hourly, NTE)	\$22,425.00
	Total Fee Task Order 3	\$59,925.00
	Additional Fee Added by Amendment 1	\$256,930.00
	Total Amended Fee through Amendment No. 1	\$306,930.00

	Legal Expert Witness Testimony (Hourly, NTE) (Added via Amendment No. 2)	\$10,000.00
	Total Amended Fee through Amendment No. 2	\$316,930.00
	Additional Fee Added by Amendment No. 3	\$105,996.50
	Total Amended Fee through Amendment No. 3	\$422,926.50

The table below summarizes the additional fees authorized for Task Order No. 1 services associated with **Amendment No. 3**:

Category	Amount
Survey overage (Original Hydraulic Impact Analysis Phase) (Hourly)	\$18,381.25
Survey overage (Phase I) (Hourly)	\$3,335.00
Survey overage (Phase I, billed under A04) (Hourly)	\$750.00
Survey future allowance for additional Survey services (Phase I) (Hourly, NTE)	\$12,900.00
Environmental future allowance for updating Coastal Use Permit (Phase II) (Hourly, NTE)	\$12,575.00
H&H overage (Original Hydraulic Impact Analysis Phase) (Hourly)	\$130.25
H&H overage (Phase III, billed under A03) (Hourly)	\$4,541.25
H&H overage (Phase III, billed under A04) (Hourly)	\$7,133.75
H&H overage (Phase III, billed under A05) (Hourly)	\$2,425.00
H&H Current Outstanding Fee (Phase III) (Hourly)	\$3,475.00
H&H future allowance for additional H&H services (Phase III) (Hourly, NTE)	\$40,350.00
Total Amendment No. 3 Additional Fees	\$105,996.50

The table below summarizes the **Amendment No. 3** phase/task allocation and the resulting authorized fee by phase/task where applicable:

Phase/Task	Service Performed Under Phase	Amendment No. 3 Fee	Updated Authorized Fee Through Amendment No. 3

Original Contract	Hydraulic Impact Analysis (Survey and H&H Study)	-	\$50,000.00
TASK ORDER 1 – PREDESIGN SERVICES			
Phase I	Survey (Hourly, NTE)	\$35,366.25	\$54,371.25
Phase II	Environmental (Hourly, NTE)	\$12,575.00	\$60,075.00
Phase III	H&H Study (Hourly, NTE)	\$58,055.25	\$90,055.25
Task Order 2 – DESIGN SERVICES			
Phase IV	Preliminary Design (Lump Sum)	-	\$50,000.00
Phase V(a)	Final Design (Lump Sum)	-	\$48,500.00
TASK ORDER 3 – CONSTRUCTION SERVICES			
Phase V(b)	Bid & Award (Lump Sum)	-	\$12,500.00
Phase VI(a) & Phase VI(b)	Construction Administration & Closeout (Lump Sum)	-	\$25,000.00
Amendment 2	Legal Expert Witness Testimony (Hourly, NTE)	-	\$10,000.00
	Total Amendment No. 3 Additional Fees	\$105,996.75	
	Total Revised Contract Amount		\$422,926.50

B. MAXIMUM AMOUNT: The maximum aggregate amount payable by the City for all services performed under this Agreement, as previously amended, is hereby increased to **\$422,926.50**. This amount is inclusive of all services and cannot be increased except by a validly executed amendment and the City’s Department of Finance has certified the availability of the additional funding. The City’s obligation to compensate the Consultant under this Agreement will not exceed the maximum aggregate amount payable at any time.

2. **PRIOR TERMS BINDING:** Except as otherwise provided by this Amendment, the terms and conditions of the Agreement, as amended, remain in full force and effect.
3. **ELECTRONIC SIGNATURE AND DELIVERY:** The Parties agree that a manually

signed copy of this Amendment and any other document(s) attached to this Amendment delivered by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Amendment. No legally binding obligation shall be created with respect to a party until such party has delivered or caused to be delivered a manually signed copy of this Amendment.

IN WITNESS WHEREOF, the City and Consultant agree to the foregoing and have caused this Amendment to be executed by their respective duly authorized representatives as of the date set forth above.

CITY OF MANDEVILLE

BY: _____
CLAY MADDEN, MAYOR

Executed on this ____ day of _____, 2026.

CSRS, L.L.C

BY: _____
TRAVIS WOODARD
CHIEF BUSINESS DEVELOPMENT MANAGER
CORPORATE TAX I.D. _____

ATTACHMENT A

Consultant's Summary of Phase I Survey & Phase III H&H Study Services
Overages (as of March 2026)

ATTACHMENT A - Consultant's Summary of Phase I Survey & Phase III H&H Study Services Overages (as of March 2026)

Phase Number (Initial)	Amendment 3 Phase	Employee	Date	Total Hours	Total Billing	Billing Rate	Classification	Comment	Additional Comment
98 Survey (Original Contract Coverage)	Original Contract	Christopher, Joseph	7/5/2023	0.75	\$ 138.75	\$ 185.00	Project Manager I	Survey Plan discussion	Survey - Meeting for survey needed for Modelling
98 Survey (Original Contract Coverage)	Original Contract	Christopher, Joseph	7/6/2023	1.5	\$ 277.50	\$ 185.00	Project Manager I	Ravine Aux Coquilles survey plan coordination	Survey - Office work - GIS app
98 Survey (Original Contract Coverage)	Original Contract	Andrews, Brooks	7/6/2023	4	\$ 460.00	\$ 115.00	GIS Specialist I	Ravine Aux Coquilles GIS Web-App Development	Survey - Office work - GIS app
98 Survey (Original Contract Coverage)	Original Contract	2 Man Survey Crew, 1	7/2/2023	10	\$ 1,700.00	\$ 170.00	Survey Party (1 Man w/Stat)	Set control (Logan)	Survey - Field Work
98 Survey (Original Contract Coverage)	Original Contract	Gravois, Colin	7/6/2023	1	\$ 170.00	\$ 170.00	Professional Land Surveyor	control	Survey - Field Work
98 Survey (Original Contract Coverage)	Original Contract	Gravois, Colin	7/14/2023	2	\$ 340.00	\$ 170.00	Professional Land Surveyor	schedule and review data	Survey - Field Work
98 Survey (Original Contract Coverage)	Original Contract	Gravois, Colin	7/21/2023	1	\$ 170.00	\$ 170.00	Professional Land Surveyor	final CAD Review	Survey - Office Work - survey files
98 Survey (Original Contract Coverage)	Original Contract	2 Man Survey Crew, Lat	7/6/2023	11	\$ 1,870.00	\$ 170.00	Survey Party (2 Man)	Static session	Survey - Field Work
98 Survey (Original Contract Coverage)	Original Contract	2 Man Survey Crew, Lat	7/6/2023	10	\$ 1,700.00	\$ 170.00	Survey Party (2 Man)	Static session	Survey - Field Work
98 Survey (Original Contract Coverage)	Original Contract	2 Man Survey Crew, Lat	7/12/2023	10	\$ 1,700.00	\$ 170.00	Survey Party (2 Man)	Drainage topo	Survey - Field Work
98 Survey (Original Contract Coverage)	Original Contract	3 Man Survey Crew, 3	7/3/2023	10	\$ 1,950.00	\$ 195.00	Survey Party (3 Man)	Balance control, set checkpoints	Survey - Field Work
98 Survey (Original Contract Coverage)	Original Contract	3 Man Survey Crew, 3	7/6/2023	11	\$ 2,145.00	\$ 195.00	Survey Party (3 Man)	Static point 1	Survey - Field Work
98 Survey (Original Contract Coverage)	Original Contract	3 Man Survey Crew, 3	7/6/2023	10	\$ 1,950.00	\$ 195.00	Survey Party (3 Man)	Static point 2	Survey - Field Work
98 Survey (Original Contract Coverage)	Original Contract	3 Man Survey Crew, 3	7/13/2023	10	\$ 1,950.00	\$ 195.00	Survey Party (3 Man)	Drainage topo John Caleb Ryan	Survey - Field Work
98 Survey (Original Contract Coverage)	Original Contract	Adams, Dennis	6/30/2023	1	\$ 105.00	\$ 105.00	Survey CAD Technician	GOING OVER JOB, MAKING FIELD PACKET, ETC.	Survey - field work coordination - required before survey crew goes to field
98 Survey (Original Contract Coverage)	Original Contract	Adams, Dennis	7/5/2023	5	\$ 525.00	\$ 105.00	Survey CAD Technician	COORDINATION, EMAILS, MEETINGS, QUESTIONS, GIS REQUEST, ETC.	Survey - field work coordination - required before survey crew goes to field
98 Survey (Original Contract Coverage)	Original Contract	Adams, Dennis	7/6/2023	1	\$ 105.00	\$ 105.00	Survey CAD Technician	COORDINATION, EMAILS, QUESTIONS, ETC.	Survey - field work coordination - required before survey crew goes to field
98 Survey (Original Contract Coverage)	Original Contract	Adams, Dennis	7/12/2023	7	\$ 735.00	\$ 105.00	Survey CAD Technician	PROCESSING, COORDINATING, QUESTIONS FROM CREWS, GOING OVER GIS ISSUES, NOTES, NEEDS, ETC.	Survey - Office Work - processing field work and field work coordination
98 Survey (Original Contract Coverage)	Original Contract	Adams, Dennis	7/14/2023	3	\$ 315.00	\$ 105.00	Survey CAD Technician	PROCESSING, COORDINATING, QUESTIONS FROM CREWS, GOING OVER GIS ISSUES, NOTES, NEEDS, ETC.	Survey - Office Work - processing field work and field work coordination
98 Survey (Original Contract Coverage)	Original Contract	Adams, Dennis	7/17/2023	5	\$ 525.00	\$ 105.00	Survey CAD Technician	PROCESSING, CHECKING DATA, MAKING REDLINE SHEETS FOR CREWS, FIELD PACKETS, ETC.	Survey - Office Work - processing field work and field work coordination
Survey Overage (Original Contract Phase)				\$	18,381.25				
A01 Survey Services (Billed under A04)	Phase I	Dameron, John	4/30/2025	3	\$ 555.00	\$ 185.00	Project Manager I	Job review and package prep	Survey - Office Work
A01 Survey Services (Billed under A04)	Phase I	Dameron, John	5/5/2025	0.5	\$ 92.50	\$ 185.00	Project Manager I	***put in survey services phase, crew lineup	Survey - Office Work
A01 Survey Services (Billed under A04)	Phase I	Dameron, John	5/6/2025	2.5	\$ 462.50	\$ 185.00	Project Manager I	Data processing and drawing labeling	Survey - Office Work
A01 Survey Services (Billed under A04)	Phase I	2 Man Survey Crew, 2	5/5/2025	9	\$ 1,710.00	\$ 190.00	2 Man Survey Crew	***put in survey services phase additional topo, new btms (Caleb Andreas)	Survey - Field Work
A01 Survey Services (Billed under A04)	Phase I	Adams, Dennis	3/10/2025	1	\$ 165.00	\$ 165.00	Survey Project Manager	COORDINATION, EMAILS, ANSWERING QUESTIONS, ETC.	Survey - Meeting and Coordination for Field and Office Work
A01 Survey Services (Billed under A04)	Phase I	Adams, Dennis	3/11/2025	1	\$ 165.00	\$ 165.00	Survey Project Manager	COORDINATION, EMAILS, ANSWERING QUESTIONS, ETC.	Survey - Meeting and Coordination for Field and Office Work
A01 Survey Services (Billed under A04)	Phase I	Adams, Dennis	4/30/2025	1	\$ 165.00	\$ 165.00	Project Manager I	coordination, emails, phone calls, meetings, etc.	Survey - Meeting and Coordination for Field and Office Work
Survey Overage (Phase I)				\$	3,335.00				
A04 Preliminary Design	Phase I	Lejeune, Hunter	5/6/2025	4	\$ 300.00	\$ 75.00	CAD Draftsman I	Labled topo	Survey - Office Work
A04 Preliminary Design	Phase I	Lejeune, Hunter	5/7/2025	2	\$ 150.00	\$ 75.00	CAD Draftsman I	labled topo	Survey - Office Work
A04 Preliminary Design	Phase I	Lejeune, Hunter	5/8/2025	4	\$ 300.00	\$ 75.00	CAD Draftsman I	Drew and labled topo Created surface	Survey - Office Work
Survey Overage (Phase I, Billed under A04)				\$	750.00				
03 Proposed Conditions Model	Original Contract	Brown, Torger	9/1/2023	0.5	\$ 162.50	\$ 325.00	Principal	Review project results	H&H - Modelling and QA/QC
03 Proposed Conditions Model	Original Contract	Brown, Torger	9/7/2023	1.5	\$ 487.50	\$ 325.00	Principal	Review modeling updates	H&H - Modelling and QA/QC
03 Proposed Conditions Model	Original Contract	Brown, Torger	9/21/2023	1	\$ 325.00	\$ 325.00	Principal	Review updated runs	H&H - Modelling and QA/QC
03 Proposed Conditions Model	Original Contract	Brown, Torger	9/29/2023	0.5	\$ 162.50	\$ 325.00	Principal	Follow up meeting	H&H - Modelling QA/QC Meeting
03 Proposed Conditions Model	Original Contract	Brown, Torger	9/26/2023	1	\$ 325.00	\$ 325.00	Principal	Meeting with client	H&H - Meeting with Mandeville
03 Proposed Conditions Model	Original Contract	Zhona, Huayuan	9/15/2023	0.5	\$ 57.50	\$ 115.00	Engineer Intern I	Meeting with Brandon for introducing the model Making difference maps for runs	Modelling - Meeting for Difference Maps
03 Proposed Conditions Model	Original Contract	Campo, Brandon	8/30/2023	0.5	\$ 92.50	\$ 185.00	Project Manager I	Review with project simulation with Devin.	H&H - Modelling and QA/QC
03 Proposed Conditions Model	Original Contract	Campo, Brandon	8/31/2023	0.25	\$ 46.25	\$ 185.00	Project Manager I	Check in on project modeling	H&H - Modelling and QA/QC
03 Proposed Conditions Model	Original Contract	Campo, Brandon	9/7/2023	2.25	\$ 416.25	\$ 185.00	Project Manager I	Meeting with David Lebrun to go over existing and with project conditions models. Follow up on this morning's meeting to define next steps.	H&H - Meeting with Mandeville
03 Proposed Conditions Model	Original Contract	Campo, Brandon	9/8/2023	0.25	\$ 46.25	\$ 185.00	Project Manager I	Check in with Devin S on runs from last night. Schedule meetings with Devin to review with Stokka Monday and Tuesday.	H&H - Modelling QA/QC Meeting
03 Proposed Conditions Model	Original Contract	Campo, Brandon	9/11/2023	0.5	\$ 92.50	\$ 185.00	Project Manager I	Review proposed condition run results with Devin S.	H&H - Modelling QA/QC Meeting
03 Proposed Conditions Model	Original Contract	Campo, Brandon	9/12/2023	3.5	\$ 647.50	\$ 185.00	Project Manager I	Review with Stokka. Discuss as a group the approach we should take for our next steps. Setup run alternatives.	H&H - Modelling QA/QC Meeting
03 Proposed Conditions Model	Original Contract	Campo, Brandon	9/13/2023	1.25	\$ 231.25	\$ 185.00	Project Manager I	Check status of runs. Note those with large stability issues. Review elevation certificate for wilkinson street property. Sketch spot grades into RAS Mapper to compare to terrain.	H&H - Modelling and QA/QC
03 Proposed Conditions Model	Original Contract	Campo, Brandon	9/14/2023	1	\$ 185.00	\$ 185.00	Project Manager I	Review results. Setup runs for plans that failed.	H&H - Modelling and QA/QC
03 Proposed Conditions Model	Original Contract	Campo, Brandon	9/15/2023	0.5	\$ 92.50	\$ 185.00	Project Manager I	Delegate difference map creation to Zhong.	H&H - Modelling QA/QC Meeting
03 Proposed Conditions Model	Original Contract	Campo, Brandon	9/18/2023	0.75	\$ 138.75	\$ 185.00	Project Manager I	Review difference maps. Generate talking points for review w/ TSB.	H&H - Modelling and QA/QC
03 Proposed Conditions Model	Original Contract	Campo, Brandon	9/19/2023	1.75	\$ 323.75	\$ 185.00	Project Manager I	Results review meeting w/ Stokka B & Devin S. Set up additional runs.	H&H - Modelling QA/QC Meeting
03 Proposed Conditions Model	Original Contract	Campo, Brandon	9/20/2023	1.5	\$ 277.50	\$ 185.00	Project Manager I	Check results of last night's model runs. Prepare profiles for meeting w/ Stokka B. Reschedule meeting for 11:15 Meeting with Stokka and Devin to review results. Setup and run additional alternative (0.5 hrs).	H&H - Modelling and QA/QC
03 Proposed Conditions Model	Original Contract	Campo, Brandon	9/21/2023	1	\$ 185.00	\$ 185.00	Project Manager I	Review runs from last night. Clarify with Devin content of plots to prepare for meeting with the city. Update model documentation to reflect updated geometry and profile names.	H&H - Modelling and QA/QC
03 Proposed Conditions Model	Original Contract	Campo, Brandon	9/25/2023	0.5	\$ 92.50	\$ 185.00	Project Manager I	Meeting with Stokka and Devin to make final preparations for presentation to client	H&H - Modelling QA/QC Meeting
03 Proposed Conditions Model	Original Contract	Campo, Brandon	9/26/2023	1.25	\$ 231.25	\$ 185.00	Project Manager I	Meeting w/ David and Keith to review results of model alternatives. Follow up with Stokka and Devin about next steps.	H&H - Meeting with Mandeville
03 Proposed Conditions Model	Original Contract	Campo, Brandon	10/2/2023	1	\$ 185.00	\$ 185.00	Project Manager I	Review updated results plots with Devin S. Make recommendations.	H&H - Modelling QA/QC Meeting
03 Proposed Conditions Model	Original Contract	Smith, Devin	8/28/2023	2	\$ 260.00	\$ 130.00	Engineer Intern II	Ravine Proposed HEC-RAS	H&H - HEC-RAS Modelling
03 Proposed Conditions Model	Original Contract	Smith, Devin	8/29/2023	0.5	\$ 65.00	\$ 130.00	Engineer Intern II	Ravine Proposed HEC-RAS	H&H - HEC-RAS Modelling
03 Proposed Conditions Model	Original Contract	Smith, Devin	8/30/2023	2	\$ 260.00	\$ 130.00	Engineer Intern II	Ravine Proposed HEC-RAS	H&H - HEC-RAS Modelling
03 Proposed Conditions Model	Original Contract	Smith, Devin	8/31/2023	0.5	\$ 65.00	\$ 130.00	Engineer Intern II	Ravine Proposed HEC-RAS	H&H - HEC-RAS Modelling
03 Proposed Conditions Model	Original Contract	Smith, Devin	9/1/2023	0.5	\$ 65.00	\$ 130.00	Engineer Intern II	Ravine Proposed HEC-RAS	H&H - HEC-RAS Modelling
03 Proposed Conditions Model	Original Contract	Smith, Devin	9/7/2023	0.75	\$ 97.50	\$ 130.00	Engineer Intern II	Ravine Internal Proposed Model Meeting	H&H - Modelling QA/QC Meeting
03 Proposed Conditions Model	Original Contract	Smith, Devin	9/7/2023	1.25	\$ 162.50	\$ 130.00	Engineer Intern II	Ravine Proposed Modeling Review Meeting with Client	H&H - Meeting with Mandeville
03 Proposed Conditions Model	Original Contract	Smith, Devin	9/7/2023	4	\$ 520.00	\$ 130.00	Engineer Intern II	Ravine Proposed Modeling	H&H - HEC-RAS Modelling
03 Proposed Conditions Model	Original Contract	Smith, Devin	9/8/2023	0.75	\$ 97.50	\$ 130.00	Engineer Intern II	Ravine Proposed Modeling	H&H - HEC-RAS Modelling
03 Proposed Conditions Model	Original Contract	Smith, Devin	9/11/2023	0.5	\$ 65.00	\$ 130.00	Engineer Intern II	Ravine Proposed Modeling	H&H - HEC-RAS Modelling
03 Proposed Conditions Model	Original Contract	Smith, Devin	9/12/2023	2	\$ 260.00	\$ 130.00	Engineer Intern II	Ravine Proposed Discussion	H&H - Modelling QA/QC Meeting
03 Proposed Conditions Model	Original Contract	Smith, Devin	9/18/2023	1	\$ 130.00	\$ 130.00	Engineer Intern II	Ravine Proposed Modeling Review Meeting	H&H - Modelling QA/QC Meeting
03 Proposed Conditions Model	Original Contract	Smith, Devin	9/20/2023	0.75	\$ 97.50	\$ 130.00	Engineer Intern II	Ravine Update Meeting	H&H - Modelling QA/QC Meeting
03 Proposed Conditions Model	Original Contract	Smith, Devin	9/21/2023	0.5	\$ 65.00	\$ 130.00	Engineer Intern II	Ravine Update Meeting	H&H - Modelling QA/QC Meeting
03 Proposed Conditions Model	Original Contract	Smith, Devin	9/22/2023	1	\$ 130.00	\$ 130.00	Engineer Intern II	Proposed Profile Development	H&H - HEC-RAS Modelling
03 Proposed Conditions Model	Original Contract	Smith, Devin	9/25/2023	0.5	\$ 65.00	\$ 130.00	Engineer Intern II	Proposed Results Review Meeting	H&H - Modelling QA/QC Meeting
03 Proposed Conditions Model	Original Contract	Smith, Devin	9/25/2023	1.5	\$ 195.00	\$ 130.00	Engineer Intern II	Ravine Proposed Results Analysis	H&H - Modelling and QA/QC
03 Proposed Conditions Model	Original Contract	Smith, Devin	9/26/2023	1.25	\$ 162.50	\$ 130.00	Engineer Intern II	Proposed Modeling Presentation with Mandeville Engineers	H&H - Meeting with Mandeville
03 Proposed Conditions Model	Original Contract	Smith, Devin	9/27/2023	1	\$ 130.00	\$ 130.00	Engineer Intern II	Proposed HEC-RAS Modeling Updates	H&H - HEC-RAS Modelling
03 Proposed Conditions Model	Original Contract	Smith, Devin	9/29/2023	2.5	\$ 325.00	\$ 130.00	Engineer Intern II	Profile Updates	H&H - HEC-RAS Modelling
03 Proposed Conditions Model	Original Contract	Smith, Devin	10/2/2023	0.5	\$ 65.00	\$ 130.00	Engineer Intern II	Ravine Plots Development	H&H - HEC-RAS Modelling
03 Proposed Conditions Model	Original Contract	Smith, Devin	10/2/2023	0.75	\$ 97.50	\$ 130.00	Engineer Intern II	Water Surface Profiles Review	H&H - Modelling and QA/QC
03 Proposed Conditions Model	Original Contract	Smith, Devin	10/6/2023	2.5	\$ 325.00	\$ 130.00	Engineer Intern II	Ravine Plots Development	H&H - HEC-RAS Modelling
H&H Original Contract Spent Phase 03 (Details Above)				\$	8,508.75				
H&H Original Contract Invoiced Phase 03				\$	8,601.00				
H&H Overage (Original Contract Fee) Phase 03				\$	(92.25)				
04 Order of Magnitude Cost Estimate	Original Contract	Campo, Brandon	10/31/2023	0.75	\$ 138.75	\$ 185.00	Project Manager I	Review summary of cost estimates. Make updates. Send to Stokka B for review.	H&H - Cost Estimate - QA/QC and Updates
04 Order of Magnitude Cost Estimate	Original Contract	Campo, Brandon	11/7/2023	0.25	\$ 46.25	\$ 185.00	Project Manager I	draft an additional email to Shaun Sherron and Joe Yarbrough to verify cost values.	H&H - Cost Estimate and QA/QC
04 Order of Magnitude Cost Estimate	Original Contract	Smith, Devin	10/31/2023	0.25	\$ 37.50	\$ 150.00	Engineer I	Cost Estimate Summary	H&H - Cost Estimate
H&H Overage (Original Contract Fee) Phase 04 (Details Above)				\$	222.50				
H&H Overage (Original Contract Fee) Total				\$	130.25				

A03.1 H&H Additional Scope	Phase III	Brown, Torger	3/20/2025	1	\$ 325.00	\$ 325.00	Principal	Approach for additional hydraulic analysis, call with City	H&H - Meeting with Mandeville
A03.1 H&H Additional Scope	Phase III	Brown, Torger	3/31/2025	0.5	\$ 162.50	\$ 325.00	Principal	Alternative Results review	H&H - Modelling and QA/QC
A03.1 H&H Additional Scope	Phase III	Zhong, Huayuan	3/20/2025	3	\$ 390.00	\$ 130.00	Engineer Intern II	Meeting with Brandon about needs to update the model Update terrain and set new runs Meeting with Brandon for updates check in Meeting with Brandon and Nick for project site regrading Update terrain to show linear low spot and set runs	H&H - Modelling QA/QC Meeting
A03.1 H&H Additional Scope	Phase III	Zhong, Huayuan	3/21/2025	1	\$ 130.00	\$ 130.00	Engineer Intern II	Meeting with Brandon to review model results Update terrain and set new simulation runs	H&H - Modelling QA/QC Meeting
A03.1 H&H Additional Scope	Phase III	Zhong, Huayuan	3/22/2025	2	\$ 260.00	\$ 130.00	Engineer Intern II	Meeting with Brandon to review model results Drafting slides to show all results	H&H - Modelling QA/QC Meeting
A03.1 H&H Additional Scope	Phase III	Zhong, Huayuan	3/25/2025	3.5	\$ 455.00	\$ 130.00	Engineer Intern II	Drafting slides to show all results Meeting with Brandon to review slides Addressing comments	H&H - Information for Mandeville
A03.1 H&H Additional Scope	Phase III	Zhong, Huayuan	3/26/2025	2	\$ 260.00	\$ 130.00	Engineer Intern II	Meeting with Stokka, Spencer, and Brandon to review slides Addressing Stokka's comments	H&H - Modelling QA/QC Meeting
A03.1 H&H Additional Scope	Phase III	Zhong, Huayuan	3/31/2025	1	\$ 130.00	\$ 130.00	Engineer Intern II	Meeting with Brandon about TA meeting preparation Meeting with Michael, Stokka, Nick and Brandon to review model results	H&H - Modelling QA/QC Meeting
A03.1 H&H Additional Scope	Phase III	Bogan, Nicholas	3/31/2025	0.5	\$ 92.50	\$ 185.00	Project Manager I	Alternate H&H Results Internal Meeting	H&H - Modelling QA/QC Meeting
A03.1 H&H Additional Scope	Phase III	Johnson, Spencer	3/29/2025	0.75	\$ 138.75	\$ 185.00	Project Manager I	Review presentation slides	H&H - Modelling and QA/QC
A03.1 H&H Additional Scope	Phase III	Campo, Brandon	3/3/2025	0.25	\$ 46.25	\$ 185.00	Project Manager I	Draft language about additional analysis for work outside of the property originally studied.	H&H - Modelling and QA/QC
A03.1 H&H Additional Scope	Phase III	Campo, Brandon	3/20/2025	3.75	\$ 693.75	\$ 185.00	Project Manager I	Call with Stokka, Songy, and Bogan to identify path forward to address current requests from the client. Delegate Ravine modeling work for fill upstream of the site and onsite drainage grading to Zhong. Review model setup with Zhong. Host call with Nick Bogan to collaborate on details of on-site drainage grading.	H&H - Modelling QA/QC and QA/QC Meeting
A03.1 H&H Additional Scope	Phase III	Campo, Brandon	3/21/2025	0.75	\$ 138.75	\$ 185.00	Project Manager I	Review initial model run results. Confirm the model is working as expected. Give the greenlight for remaining model runs.	H&H - Modelling and QA/QC
A03.1 H&H Additional Scope	Phase III	Campo, Brandon	3/24/2025	2	\$ 370.00	\$ 185.00	Project Manager I	Review updated model results with Zhong. Develop go-by and flesh out naming and slide configurations for presentation slides.	H&H - Modelling QA/QC and QA/QC Meeting
A03.1 H&H Additional Scope	Phase III	Campo, Brandon	3/25/2025	2	\$ 370.00	\$ 185.00	Project Manager I	Review slides with Zhong. Provide comments and updates. Request review meeting with Stokka and Spencer. Meeting with Stokka & Spencer to review run results and receive feedback on slides. Clarify updates with Zhong.	H&H - Modelling QA/QC and QA/QC Meeting
A03.1 H&H Additional Scope	Phase III	Campo, Brandon	3/26/2025	0.5	\$ 92.50	\$ 185.00	Project Manager I	Provide update to Nick Bogan on modeling and results. Receive update on plan production milestones. Review slide update sith Zhong. Provide final direction on next steps.	H&H - Modelling QA/QC and QA/QC Meeting
A03.1 H&H Additional Scope	Phase III	Campo, Brandon	3/31/2025	1	\$ 185.00	\$ 185.00	Project Manager I	Prepare for Songy and Bogan meeting about most recent model testing results.	H&H - Modelling and QA/QC
A03.1 H&H Additional Scope	Phase III	Campo, Brandon	4/3/2025	0.75	\$ 138.75	\$ 185.00	Project Manager I	Meeting with Stokka and Bogan to cover previous modeling of culvert around the site. Discuss constructability concerns.	H&H - Modelling Meeting
A03.1 H&H Additional Scope	Phase III	Sony, Michael	3/31/2025	0.5	\$ 162.50	\$ 325.00	Principal	review results of box culvert extension	H&H - Modelling and QA/QC
H&H Average (Phase III, billed under Phase A03) = 4,541.25									
A04 Preliminary Design	Phase III	Brown, Torger	3/3/2025	0.5	\$ 162.50	\$ 325.00	Principal	Review memo	H&H - Modelling and QA/QC
A04 Preliminary Design	Phase III	Brown, Torger	3/25/2025	0.5	\$ 162.50	\$ 325.00	Principal	Review model updates	H&H - Modelling and QA/QC
A04 Preliminary Design	Phase III	Brown, Torger	3/28/2025	1	\$ 325.00	\$ 325.00	Principal	Review slides	H&H - Modelling and QA/QC
A04 Preliminary Design	Phase III	Brown, Torger	4/3/2025	0.5	\$ 162.50	\$ 325.00	Principal	Follow up discussion following lunch	H&H - Modelling QA/QC Meeting
A04 Preliminary Design	Phase III	Brown, Torger	4/7/2025	0.5	\$ 162.50	\$ 325.00	Principal	Coordination on update meeting	H&H - Modelling QA/QC Meeting
A04 Preliminary Design	Phase III	Brown, Torger	4/22/2025	3	\$ 975.00	\$ 325.00	Principal	Travel and Meeting with Mandeville	H&H - Meeting with Mandeville
A04 Preliminary Design	Phase III	Brown, Torger	4/24/2025	1	\$ 325.00	\$ 325.00	Principal	Revise presentation and follow up emails	H&H - Information for Mandeville
A04 Preliminary Design	Phase III	Zhong, Huayuan	5/27/2025	0.5	\$ 75.00	\$ 150.00	Engineer I	Meeting with Brandon for updating report	H&H - Modelling QA/QC Meeting
A04 Preliminary Design	Phase III	Zhong, Huayuan	5/28/2025	1	\$ 150.00	\$ 150.00	Engineer I	Updating report based on most recent model results	H&H - Information for Mandeville
A04 Preliminary Design	Phase III	Zhong, Huayuan	5/29/2025	1	\$ 150.00	\$ 150.00	Engineer I	Addressing comment on final sending out the report to TA review	H&H - Information for Mandeville
A04 Preliminary Design	Phase III	Johnson, Spencer	2/1/2025	1	\$ 185.00	\$ 185.00	Project Manager I	Discussion on material review of next steps	H&H - Modelling QA/QC Meeting
A04 Preliminary Design	Phase III	Johnson, Spencer	2/25/2025	0.5	\$ 92.50	\$ 185.00	Project Manager I	Discussion on additional modeling & modeling results memo	H&H - Modelling QA/QC Meeting
A04 Preliminary Design	Phase III	Johnson, Spencer	2/26/2025	0.5	\$ 92.50	\$ 185.00	Project Manager I	Discussion on additional modeling & modeling results memo	H&H - Modelling QA/QC Meeting
A04 Preliminary Design	Phase III	Johnson, Spencer	2/27/2025	0.5	\$ 92.50	\$ 185.00	Project Manager I	Discussion on additional modeling & modeling results memo	H&H - Modelling QA/QC Meeting
A04 Preliminary Design	Phase III	Johnson, Spencer	2/28/2025	0.5	\$ 92.50	\$ 185.00	Project Manager I	Discussion on additional modeling & modeling results memo	H&H - Modelling QA/QC Meeting
A04 Preliminary Design	Phase III	Johnson, Spencer	5/29/2025	1	\$ 200.00	\$ 200.00	Project Engineer II	Memo review	H&H - Modelling and QA/QC
A04 Preliminary Design	Phase III	Campo, Brandon	2/5/2025	0.25	\$ 46.25	\$ 185.00	Project Manager I	Call with Nick Bogan to provide information on modeling done in late 2023 early 2024 to assist with design questions.	H&H - Meeting for Modelling
A04 Preliminary Design	Phase III	Campo, Brandon	2/21/2025	0.5	\$ 92.50	\$ 185.00	Project Manager I	Call with Nick Bogan for project update.	H&H - Meeting for Modelling
A04 Preliminary Design	Phase III	Campo, Brandon	2/28/2025	0.25	\$ 46.25	\$ 185.00	Project Manager I	Call Nick Bogan for an update on client coordination and scope clarification.	H&H - Meeting for Modelling
A04 Preliminary Design	Phase III	Campo, Brandon	2/7/2025	0.5	\$ 162.50	\$ 185.00	Project Manager I	Call w/ Bogan on additional write-up. Coordinate w/ Spencer	H&H - Meeting for Modelling
A04 Preliminary Design	Phase III	Campo, Brandon	2/28/2025	1.5	\$ 277.50	\$ 185.00	Project Manager I	Draft box culvert write up and send to Spencer for review/finalization.	H&H - Memo
A04 Preliminary Design	Phase III	Campo, Brandon	3/19/2025	0.25	\$ 46.25	\$ 185.00	Project Manager I	Review email from nick including the city's comments on the 60% design document. Call nick to discuss.	H&H - Modelling and QA/QC
A04 Preliminary Design	Phase III	Campo, Brandon	5/22/2025	0.5	\$ 92.50	\$ 185.00	Project Manager I	Call with Spencer and Bogan to clarify need for drainage memo update.	H&H - Drainage Memo
A04 Preliminary Design	Phase III	Campo, Brandon	5/27/2025	0.5	\$ 92.50	\$ 185.00	Project Manager I	On board Zhong to the H&H results memo update task. Call Bogan to clarify expectations.	H&H - Drainage Memo - Meeting
A04 Preliminary Design	Phase III	Campo, Brandon	5/28/2025	1	\$ 185.00	\$ 185.00	Project Manager I	Review updated Ravine H&H document and provide comments and edits. Call with Zhong to review and clarify comments.	H&H - Modelling and QA/QC
A04 Preliminary Design	Phase III	Campo, Brandon	5/29/2025	1	\$ 185.00	\$ 185.00	Project Manager I	Backcheck Zhong's comment pickups. Closeout responses. Send back to Zhong with request to send to SR reviewers. Review Spencer's comments. Coordinate with Zhong.	H&H - Modelling and QA/QC
A04.1 Preliminary Design Additional Scope	Phase III	Brown, Torger	6/3/2025	1	\$ 325.00	\$ 325.00	Principal	report review and comment	H&H - Modelling and QA/QC
A04.1 Preliminary Design Additional Scope	Phase III	Zhong, Huayuan	6/6/2025	1.5	\$ 195.00	\$ 130.00	Engineer Intern II	Addressing comments for the report	H&H - Drainage Memo
A04.1 Preliminary Design Additional Scope	Phase III	Zhong, Huayuan	6/11/2025	2	\$ 260.00	\$ 130.00	Engineer Intern II	Meeting with Brandon for the project follow up Fixing terrain issue and set runs Review model results	H&H - Modelling QA/QC Meeting
A04.1 Preliminary Design Additional Scope	Phase III	Zhong, Huayuan	6/12/2025	1	\$ 130.00	\$ 130.00	Engineer Intern II	Meeting with Brandon to review model results	H&H - Modelling QA/QC Meeting
A04.1 Preliminary Design Additional Scope	Phase III	Johnson, Spencer	6/2/2025	0.5	\$ 100.00	\$ 200.00	Project Engineer II	Memo review	H&H - Modelling and QA/QC
A04.1 Preliminary Design Additional Scope	Phase III	Campo, Brandon	6/2/2025	2.25	\$ 371.25	\$ 165.00	Engineer II	Coordinate with Bogan on getting design confirmation runs going a week early. Review Songy's comments on the drainage report. Generate new terrain with proposed surface from Civil team. Define projection of the surface to get it working in RAS. Touch up terrain edits. Compare to plans. Further revisions.	H&H - Modelling
A04.1 Preliminary Design Additional Scope	Phase III	Campo, Brandon	6/5/2025	1.75	\$ 288.75	\$ 165.00	Engineer II	Continue setup of design confirmation run.	H&H - Modelling
A04.1 Preliminary Design Additional Scope	Phase III	Campo, Brandon	6/6/2025	0.5	\$ 82.50	\$ 165.00	Engineer II	Review report comments with Zhong and advise on how to address.	H&H - Modelling and QA/QC
A04.1 Preliminary Design Additional Scope	Phase III	Campo, Brandon	6/9/2025	0.75	\$ 123.75	\$ 165.00	Engineer II	Final backcheck of comments. Make final responses and edits. Saveas and make a clean version for 90% delivery. Notify Bogan.	H&H - Modelling and QA/QC
A04.1 Preliminary Design Additional Scope	Phase III	Campo, Brandon	6/10/2025	1	\$ 165.00	\$ 165.00	Engineer II	Finish run setup. Attempt to compute. Investigate issues.	H&H - Modelling and QA/QC
A04.1 Preliminary Design Additional Scope	Phase III	Campo, Brandon	6/11/2025	0.5	\$ 82.50	\$ 165.00	Engineer II	Delegate run setup to Zhong.	H&H - Modelling
A04.1 Preliminary Design Additional Scope	Phase III	Campo, Brandon	6/12/2025	0.75	\$ 123.75	\$ 165.00	Engineer II	Review updated design confirmation runs with Zhong. Provide update to Nick Bogan. Close out this task for now.	H&H - Meeting for Modelling
A04.1 Preliminary Design Additional Scope	Phase III	Sony, Michael	6/2/2025	1	\$ 325.00	\$ 325.00	Principal	review hydraulic report	H&H - Modelling and QA/QC
H&H Average (Phase III, billed under A04) = 7,133.75									
Phase Number: A05 Final Design	Phase III	Brown, Torger	1/22/2026	0.5	\$ 162.50	\$ 325.00	Principal	Review cross sections	H&H - Modelling and QA/QC
Phase Number: A05 Final Design	Phase III	Zhong, Huayuan	1/22/2026	0.5	\$ 75.00	\$ 150.00	Engineer I	Meeting with Stokka and Spencer to review cross sections for extracting elevations Updating cross sections to points	H&H - Meeting for Modelling
Phase Number: A05 Final Design	Phase III	Barca, Casey	1/27/2026	2.5	\$ 225.00	\$ 90.00	CAD Draftsman II	Drainage exhibits	H&H - Modelling
Phase Number: A05 Final Design	Phase III	Brown, Torger	1/27/2026	0.5	\$ 162.50	\$ 325.00	Principal	Review updates	H&H - Modelling and QA/QC
Phase Number: A05 Final Design	Phase III	Johnson, Spencer	1/27/2026	0.5	\$ 100.00	\$ 200.00	Project Engineer II	Results table and layout review	H&H - Modelling
Phase Number: A05 Final Design	Phase III	Sony, Michael	1/27/2026	1	\$ 325.00	\$ 325.00	Principal	internal call to discuss results	H&H - Meeting for Modelling
Phase Number: A05 Final Design	Phase III	Zhong, Huayuan	1/27/2026	2.5	\$ 375.00	\$ 150.00	Engineer I	Meeting with Stokka, Spencer and Nick to review WSE location and table Updating the table and making difference maps	H&H - Modelling and QA/QC
Phase Number: A05 Final Design	Phase III	Bogan, Nicholas	1/28/2026	0.5	\$ 100.00	\$ 200.00	Project Engineer II	Configurations and WSE Elevation Layouts	H&H - Modelling
Phase Number: A05 Final Design	Phase III	Bogan, Nicholas	1/29/2026	1	\$ 200.00	\$ 200.00	Project Engineer II	Configurations and WSE Elevation Layouts. Email to Mandeville	H&H - Modelling and QA/QC
Phase Number: A05 Final Design	Phase III	Brown, Torger	1/29/2026	1	\$ 325.00	\$ 325.00	Principal	Call with City and follow up email to team	H&H - Meeting with Mandeville
Phase Number: A05 Final Design	Phase III	Sony, Michael	1/29/2026	1	\$ 325.00	\$ 325.00	Principal	review data requested by court expert	H&H - Modelling and QA/QC
Phase Number: A05 Final Design	Phase III	Johnson, Spencer	1/30/2026	0.25	\$ 50.00	\$ 200.00	Project Engineer II	Coordinate final review and transmission of updated table	H&H - Modelling and QA/QC
H&H Average (Phase II, billed under A05) = 2,425.00									
Phase Number: A02 Environmental Services	Phase III	Bogan, Nicholas	2/2/2026	1	\$ 200.00	\$ 200.00	Project Engineer II	Modelling Configurations Correspondence	H&H - Information to Mandeville
Phase Number: A02 Environmental Services	Phase III	Sony, Michael	2/3/2026	1	\$ 325.00	\$ 325.00	Principal	review charts going to client and comments to Nick	H&H - Modelling and QA/QC
Phase Number: A02 Environmental Services	Phase III	Bogan, Nicholas	2/3/2026	1	\$ 200.00	\$ 200.00	Project Engineer II	Modelling Configurations Correspondence	H&H - Information to Mandeville
Phase Number: A02 Environmental Services	Phase III	Brown, Torger	2/13/2026	0.5	\$ 162.50	\$ 325.00	Principal	Review comments	H&H - Modelling and QA/QC
Phase Number: A02 Environmental Services	Phase III	Brown, Torger	2/23/2026	0.5	\$ 162.50	\$ 325.00	Principal	Call with City	H&H - Meeting with Mandeville
Phase Number: A02 Environmental Services	Phase III	Brown, Torger	2/25/2026	1	\$ 325.00	\$ 325.00	Principal	Check-in PM	H&H - Modelling - QA/QC
Phase Number: A02 Environmental Services	Phase III	Sony, Michael	2/25/2026	1	\$ 325.00	\$ 325.00	Principal	review status w Nick and discuss strategy for fee structure	H&H - Modelling and QA/QC
Phase Number: A02 Environmental Services	Phase III	Zhong, Huayuan	2/25/2026	0.5	\$ 75.00	\$ 150.00	Engineer I	Meeting with Stokka, Spencer and Nick to review city's comments	H&H - Modelling and QA/QC
Phase Number: A02 Environmental Services	Phase III	Bogan, Nicholas	2/25/2026	0.5	\$ 100.00	\$ 200.00	Project Engineer II	Internal Meeting discussing updates from Mandeville	H&H - Modelling and QA/QC
Phase Number: A02 Environmental Services	Phase III	Johnson, Spencer	2/26/2026	0.5	\$ 100.00	\$ 200.00	Project Engineer II	Review presentation slides	H&H - Modelling and QA/QC
Phase Number: A02 Environmental Services	Phase III	Bogan, Nicholas	3/5/2026	0.5	\$ 100.00	\$ 200.00	Project Engineer II	Modelling Update Discussion	H&H - Modelling and QA/QC
Phase Number: A02 Environmental Services	Phase III	Zhong, Huayuan	3/6/2026	1	\$ 150.00	\$ 150.00	Engineer I	Revise the model terrain to remove the on site swale Set new runs	H&H - Modelling
Phase Number: A02 Environmental Services	Phase III	Zhong, Huayuan	3/9/2026	1.5	\$ 225.00	\$ 150.00	Engineer I	Meeting with Michael, Stokka, Spencer and Nick for the project check in Update terrain setup and set new runs	H&H - Modelling and QA/QC

Phase Number: A02 Environmental Services	Phase III	Zhong, Huayuan	3/10/2026	1	\$ 150.00	\$ 150.00	Engineer I	Review model results and making difference maps	H&H - Modelling and QA/QC
Phase Number: A02 Environmental Services	Phase III	Zhong, Huayuan	3/11/2026	1	\$ 150.00	\$ 150.00	Engineer I	Drafting the water depth table for all alternatives	H&H - Modelling and QA/QC
A05 Final Design	Phase III	Songy, Michael	2/3/2026	1	\$ 325.00	\$ 325.00	Principal	review charts going to client and comments to Nick	H&H - Modelling and QA/QC
A05 Final Design	Phase III	Bogan, Nicholas	2/2/2026	1	\$ 200.00	\$ 200.00	Project Engineer II	Modelling Configurations Correspondence	H&H - Information to Mandeville
A05 Final Design	Phase III	Bogan, Nicholas	2/3/2026	1	\$ 200.00	\$ 200.00	Project Engineer II	Modelling Configurations Correspondence	H&H - Information to Mandeville
H&H Current Outstanding Fee					\$ 3,475.00				

Total Overage and Outstanding Fee	\$ 40,171.50
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ATTACHMENT B

Consultant's Supplemental Proposal (dated April 27 2026) for Additional Phase I Survey, Phase II Environmental, and Phase III H&H Study Allowances

Attachment B

April 27, 2026

**RE: Ravine Aux Coquilles Drainage Analysis – Amendment No. 3
CSRS Project No. 223113**

The additional scope of work and fee for Amendment 3 is outlined below. These services are strictly in addition to services defined in the original contract, associated proposal and amendments.

Task Order 1 Predesign Services

Phase I. Survey Services

Scope of Work Overview

CSRS will provide supplemental survey services on an as-needed basis to support ongoing design development for the project. This supplemental survey effort is intended to obtain additional topographic information along the north side of Monroe Street and the east side of Lafayette Street, as needed to support the final approved project configuration agreed upon by the City of Mandeville and the landowner.

- Supplemental topographic survey and field verification of drainage features, grades, pavements, utilities, structures, and other visible site improvements within the portions of the north side of Monroe Street and east side of Lafayette Street relevant to the final approved configuration.
- Additional survey support to locate or verify features needed for refinement of the proposed drainage improvements and preparation of supporting exhibits or design documents.
- Office reduction, CAD processing, and incorporation of supplemental survey information into project base mapping, figures, and exhibits.
- Coordination with the project team regarding survey findings and limitations affecting design development.

This supplemental survey scope is intended to provide targeted follow-up services only in the areas noted above and only to the extent needed to support the final approved configuration. Boundary retracement, servitude plats, and other survey services not specifically needed for this design support are excluded unless separately authorized.

Phase II. Environmental

Scope of Work Overview

CSRS will provide supplemental environmental and permitting support on an as-needed basis to support the final approved project configuration agreed upon by the City of Mandeville and the landowner. At this time, CSRS assumes the primary environmental task will be updating the project's Coastal Use Permit and related supporting documentation as needed to reflect the final approved configuration, current project conditions, design development, and agency comments.

- Review the current permit status and identify revisions needed to the existing Coastal Use Permit submittal package based on the final approved configuration.
- Prepare updated permit narrative, supporting figures, and related application materials required for an updated or revised Coastal Use Permit submittal.
- Coordinate with LDNR, USACE, and the City as needed regarding application updates, comments, and requests for supplemental information associated with the final approved configuration.
- Provide limited permitting support documentation and meeting support associated with the above services.

This scope is limited to environmental and permitting support necessary to update the project documentation for the final approved configuration. This scope does not include a new wetlands delineation, new jurisdictional determination, mitigation services, or additional permit applications beyond the assumed Coastal Use Permit update unless such services are separately authorized.

Phase III. H&H Study

Scope of Work Overview

CSRS will provide supplemental hydrologic and hydraulic services on an as-needed basis to support additional modeling, evaluation, and documentation requested by the City during continued project development. These services may be required to respond to evolving design direction, agency or stakeholder comments, or additional analysis requested by the City.

- Update and refine H&H models, assumptions, and input parameters based on revised project information or City direction.
- Perform additional model simulations and technical evaluations for design refinement, comparison of alternatives, or support of permitting and coordination efforts.
- Prepare technical exhibits, figures, memorandums, and summary documentation presenting supplemental H&H results.
- Attend meetings and coordinate with the City and project team regarding supplemental H&H findings and recommendations.

This allowance is intended for continued project support on an as-needed basis and may be used across multiple modeling efforts or coordination tasks as directed by the City.

Fee Schedule

Task Order 1

Phase		Fee Type	Fee
Phase I	Survey	Hourly, NTE	\$12,900
Phase II	Environmental	Hourly, NTE	\$12,575
Phase III	H&H	Hourly, NTE	\$40,350
Total Hourly, NTE Fees:			\$65,825
Total Task Order 1 Fees:			\$65,825

All Task Orders

Task Order	Fee Type	Fee
Task Order 1	Hourly, NTE	\$65,825
	Lump	-
Task Order 2	Hourly, NTE	-
	Lump	-
Task Order 3	Hourly, NTE	-
	Lump	-
Total Hourly, NTE Fees:		\$65,825
Total Lump Sum Fees:		-
Total Fees:		\$65,825

Reimbursable Expenses

The client agrees to pay CSRS for reimbursable expenses. These reimbursable expenses shall include planning and zoning fees, mileage to make site visits or attend meetings at the site, and fees required to ship plans if necessary (FedEx). Reimbursables will be billed at cost plus 10%.

Respectfully,

CSRS, LLC

City of Mandeville

Stokka Brown, Principal and
Water Resources Practice Lead

Mr. Clay Madden, Mayor

Date

Exhibit A

Survey AND Environmental Additional Area – Monroe and Lafayette

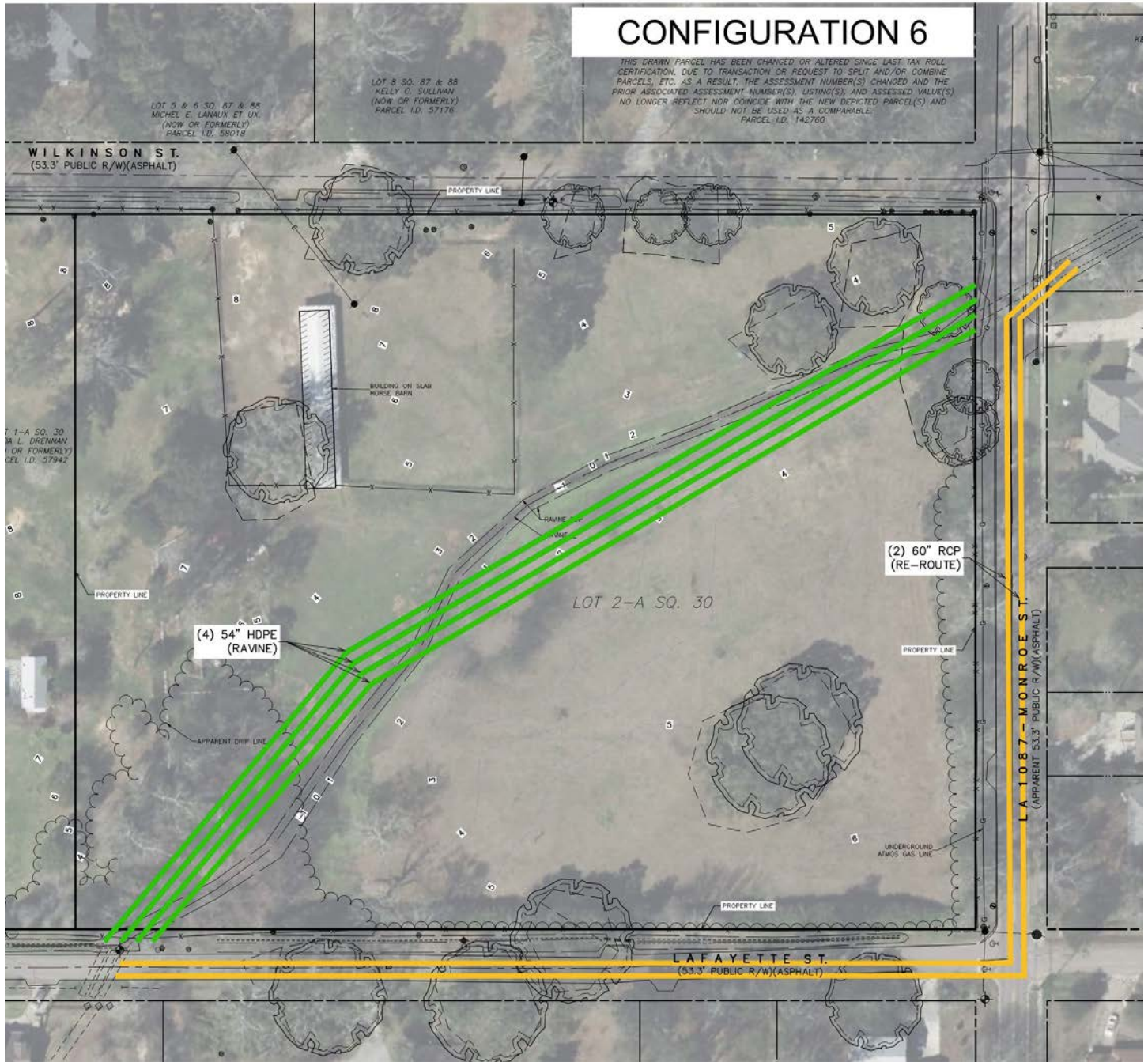


Exhibit B

Schedule of Engineer's Services

Phase I. Survey Services				
	Classification	Hours	Rate	Sub Total
1	2 Man Survey Crew	30	\$190.00	\$5,700.00
2	Survey Project Manager	20	\$165.00	\$3,300.00
3	Survey Coordinator II	30	\$130.00	\$3,900.00
Total Hourly Fee Estimate				\$12,900.00

Phase II. Environmental				
	Classification	Hours	Rate	Sub Total
1	Project Manager II	15	\$225.00	\$3,375.00
2	Project Coordinator II	80	\$115.00	\$9,200.00
Total Hourly Fee Estimate				\$12,575.00

Phase III. H&H Study				
	Classification	Hours	Rate	Sub Total
1	Engineer Intern I	80	\$115.00	\$9,200.00
1	Engineer I	90	\$150.00	\$13,500.00
2	Project Engineer I	30	\$185.00	\$5,550.00
3	Project Engineer II	28	\$200.00	\$5,600.00
4	Principal	20	\$325.00	\$6,500.00
Total Hourly Fee Estimate				\$40,350.00

ATTACHMENT C

Consultant's Rate Schedule

Schedule of Rates and Fees

Category	Hourly Rate	Updated
Administrative Coordinator	\$ 85.00	
Architect I	\$ 150.00	
Architect II	\$ 165.00	
Architect Intern I	\$ 115.00	
Architect Intern II	\$ 130.00	
CAD Draftsman I	\$ 75.00	
CAD Draftsman II	\$ 90.00	
CAD Technician I	\$ 100.00	
CAD Technician II	\$ 115.00	
Engineer I	\$ 150.00	
Engineer II	\$ 165.00	
Engineering Designer I	\$ 80.00	
Engineering Designer II	\$ 100.00	
Engineer Intern I	\$ 115.00	
Engineer Intern II	\$ 130.00	
GIS Specialist I	\$ 110.00	Amendment 1
GIS Specialist II	\$ 115.00	
Land Surveyor Intern	\$ 105.00	
Landscape Architect	\$ 150.00	
Principal	\$ 325.00	
Professional Land Surveyor	\$ 170.00	
Program Manager I	\$ 250.00	
Program Manager II	\$ 275.00	
Project Coordinator I	\$ 100.00	
Project Coordinator II	\$ 115.00	
Project Engineer I	\$ 185.00	
Project Engineer II	\$ 200.00	
Project Manager I	\$ 185.00	
Project Manager II	\$ 225.00	
Resident Inspector	\$ 115.00	Amendment 1
Right of Way Agent I	\$ 110.00	
Right of Way Agent II	\$ 125.00	
Right of Way Manager	\$ 155.00	
Sr. Professional Land Surveyor	\$ 250.00	Amendment 1
Site Planner	\$ 150.00	
Survey CAD Technician	\$ 105.00	
Survey Coordinator I	\$ 115.00	
Survey Coordinator II	\$ 130.00	
Survey Party (1 Man w/Stat)	\$ 125.00	
Survey Party (1 Man w/Stat) - Overtime	\$ 165.00	
Survey Party (2 Man)	\$ 190.00	Amendment 1
Survey Party (2 Man) - Overtime	\$ 230.00	
Survey Party (3 Man)	\$ 195.00	
Survey Party (3 Man) - Overtime	\$ 255.00	
Survey Project Manager	\$ 165.00	Amendment 1
Student Intern - Engineering	\$ 85.00	

OTHER DIRECT COST	RATE
Sub-Consultants	Cost plus 10%
Survey Vehicles	\$0.91 per mile
Survey Small Boat with Motor	\$150.00 per day
Survey Air Boat with Captain	\$1050.00 per day
Public Couriers (Fed Ex, UPS, USPS)	Cost plus 10%
Per Diem	\$51.00 per day
Hotel	\$150.00 per night
Material	\$35.00 per Crew Day
Property Corner Monument and Stake	\$4.75 each

THE FOLLOWING RESOLUTION WAS SPONSORED BY COUNCIL MEMBER ZUCKERMAN AND MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____; SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

RESOLUTION NO. 26-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AUTHORIZING THE MAYOR OF THE CITY OF MANDEVILLE TO EXECUTE AMENDMENT NO.1 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF MANDEVILLE AND KYLE ASSOCIATES, LLC. AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, the City and the Consultant are parties to a professional services agreement dated on May 13, 2024 (the “**Agreement**”) to provide professional services for the final design, bidding, construction engineering and resident inspection services, in addition to DOTD coordination efforts, for the new landscaping and lighting for Girod Street from Montgomery Street to U.S. Highway 190 in the City of Mandeville; and

WHEREAS, as per the Consultant’s May 9, 2026 letter request, the City and the Consultant now desire to amend the original Agreement to reallocate previously approved Phase V(b) fee for resident inspection services to Phase V(a) for construction engineering services due to the ongoing DOTD coordination and required project management and oversight during the construction phase of the project; and

WHEREAS, the City and the Consultant also further desire to further amend the Agreement to add one (1) additional year for the Consultant to continue services of the Agreement for the Girod Street Landscaping & Lighting, Phase III Project, ending it on May 13, 2027; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mandeville, hereby authorizes and empowers the Mayor of the City to execute Amendment No.1 to the Professional Services Agreement with Kyle Associates, LLC., to reallocate the Phase V(b) fee for resident inspection services to Phase V(a) for construction engineering services and add one (1) additional year to the Agreement date, ending it May 13, 2027.

With the above resolution having been properly introduced and duly seconded, the vote was as follows:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

and the resolution was declared adopted this 28th day of May, 2026.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF MANDEVILLE
AND
KYLE ASSOCIATES, LLC
STATE PROJECT NO. 744-52-0039
FEDERAL AID PROJECT NO. ENH-5208(507)
GIROD STREET LANDSCAPING & LIGHTING, PHASE III PROJECT

THIS FIRST AMENDMENT (the “**Amendment**”) is entered into by and between the City of Mandeville, represented by Clay Madden, Mayor (the “**City**”), and Kyle Associates, LLC, represented by James E. Powell, Jr., P.E., Principal, (the “**Consultant**”). The City and the Consultant are sometimes referred to as the “**Parties**”. This Amendment is effective as of the date of execution by the City (the “**Effective Date**”).

RECITALS

WHEREAS, the City and the Consultant are parties to a professional services agreement dated on May 13, 2024 (the “**Agreement**”) to provide professional services for the final design, bidding, construction engineering and resident inspection services, in addition to DOTD coordination efforts, for the new landscaping and lighting for Girod Street from Montgomery Street to U.S. Highway 190 in the City of Mandeville;

WHEREAS, as per the Consultant’s May 9, 2026 letter request, the City and the Consultant now desire to amend the original Agreement to reallocate previously approved Phase V(b) fee for resident inspection services to Phase V(a) for construction engineering services due to the ongoing DOTD coordination and required project management and oversight during the construction phase of the project;

WHEREAS, the City and the Consultant also further desire to further amend the Agreement to add an additional year for the Consultant to continue services of the Agreement for the Girod Street Landscaping & Lighting, Phase III Project;

NOW THEREFORE, the City and the Consultant amend the Agreement as follows:

- A. SERVICES**: The design, bidding & award, construction engineering and resident inspection services will remain as per the original Agreement for the **Girod Street Landscaping & Lighting, Phase III Project**.

1. N/A.

B. COMPENSATION:

1. Fees as amendment for Girod Street Landscaping & Lighting, Phase III Project.

No fees are added to the Consultant's compensation for the services in the Agreement. Fee schedule is as follows:

Phase			Original Fee	Amendment No. 1	Amended Fee
Ph IV(a)	Final Design	(Lump Sum)	\$ 20,000.00	\$ -	\$ 20,000.00
Ph IV(b)	Bid & Award	(Lump Sum)	\$ 2,500.00	\$ -	\$ 2,500.00
PhV(a)	Construction Engineering	(Hourly, Not-to-Exceed) (if requested)	\$ 20,000.00	\$ 20,000.00	\$ 40,000.00
Ph V(b)	Inspection	(Hourly, Not-to-Exceed) (if requested)	\$ 45,000.00	\$ (20,000.00)	\$ 25,000.00
	Direct Expenses	(Not-to-Exceed)	\$ 500.00	\$ -	\$ 500.00
TOTAL			\$ 88,000.00	\$ -	\$ 88,000.00

2. **Maximum Amount.** The total maximum aggregate amount payable by the City for all services performed under this Agreement increased by **\$0.00** for a not to exceed amount of **\$88,000.00**. The City's obligation to compensate the Consultant will not exceed the maximum aggregate amount payable at any time absent a validly executed amendment.

C. CONTRACT TIME AND SCHEDULE

1. Contract duration shall be extended for one (1) additional year from the end of the amended contract date May 13, 2026 to a new date of May 13, 2027 for the Consultant to continue providing construction engineering resident inspection, and contract closeout services as needed.

D. CONVICTED FELON STATEMENT: The Consultant swears that no Consultant principal, member, or officer has, within the preceding five years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.

E. NON – SOLICITATION STATEMENT: The Consultant swears that it has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Amendment. The Consultant has not paid or agreed to pay any person, other than a bona fide employee working for it, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from this Amendment.

F. PRIOR TERMS BINDING: Except as otherwise provided by this Amendment, the terms and conditions of the Agreement, as amended, remain in full force and effect.

G. ELECTRONIC SIGNATURE AND DELIVERY: The Parties agree that a manually signed copy of this Amendment and any other document(s) attached to this Amendment delivered by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy of this Amendment. No legally binding obligation shall be created with respect to a party until such party has delivered or caused to be delivered a manually signed copy of this Amendment.

IN WITNESS WHEREOF, the City and the Consultant, through their duly authorized representatives, execute this Amendment.

CITY OF MANDEVILLE

BY: _____
CLAY MADDEN, MAYOR

Executed on this ____ day of _____, 2026.

KYLE ASSOCIATES, LLC

BY: _____
JAMES E. POWELL, JR., P.E., PRINCIPAL
CORPORATE TAX I.D. _____

Exhibit A

Kyle & Associates, LLC Fee Reallocation Letter Request
(May 9, 2026)



May 9, 2026

Mr. Buster Lyons, P.E., MBA
Program Manager
Digital Engineering & Imaging, Inc.
3500 US Hwy 190
Mandeville, LA 70471
Email : blyons@deii.net

**Re: CONTRACT AMENDMENT REQUEST
Girod Street Landscaping & Lighting, Phase 3
Final Design, Bidding and Construction Services
KA Project No. 24038**

Dear Mr. Lyons:

As recently discussed with your office, the construction of the referenced project has progressed in a manner that has not required as much resident inspection as originally estimated. However, the construction engineering effort is approaching the original notice-to-exceed amount. Per the invoice issued by our office last week for April services, there is only a little over \$4,000 left in the construction engineering budget, but there will still be significant time spent finalizing construction and closing out the project with DOTD.

We respectfully request that \$20,000 be shifted from Ph V(b) Inspection and placed in the budget for Ph V(a) Construction Engineering. This will leave roughly \$20,000 remaining for inspection and increase the construction engineering amount to \$40,000. It is not expected that either of these budgets will be exceeded but believe this adjustment better represents the remaining efforts on the project.

Please advise if this adjustment is acceptable and do not hesitate to contact this office if you require any additional information.

With regards,

James E. Powell, Jr., P.E., P.L.S.
Sr. Vice President – Engineering Operations

ORD 26-15

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER _____; MOVED FOR ADOPTION BY COUNCIL MEMBER _____; AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____

ORDINANCE NO. 26-15

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE TO EXECUTE AMENDMENT NO. 4 TO ORDINANCE NUMBER 25-26, THE CAPITAL BUDGET OF THE CITY OF MANDEVILLE AND FOR OTHER MATTERS IN CONNECTION THEREWITH (RAVINE AUX COQUILLE WATERSHED MODELING)

WHEREAS, Article B, Financial Procedures of the Home Rule Charter provides that amendments to the adopted budget be made by ordinance; and

WHEREAS, amendment No. 4 to the Capital Budget adopted for fiscal year 2025-2026, Ordinance Number 25-26, is required due to expenditures related to maintenance that will exceed the current authorized appropriated funds budgeted for Ravine Aux Coquille Watershed Modeling Project; and

NOW, THEREFORE BE IT ORDAINED by the City Council of the City of Mandeville that the Capital Budget ordinance for fiscal year 2025-2026, Ordinance Number 25-26, is hereby amended to include budget amendment no. 4 as set forth on the attached Exhibit "A", (Ravine Aux Coquille Watershed Modeling) incorporated as a part hereof, and be adopted for the 2025-2026 Fiscal Year Operating Budget.

BE IT FURTHER ORDAINED, that in all other respects the 2025-2026 Capital Budget adopted shall remain in full force and effect.

The Ordinance being submitted to a vote, the vote thereon was as follows:

AYES:

NAY:

ABSTENTIONS:

ABSENT:

and the Ordinance was declared adopted this 14th day of May, 2026.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

FY 2026 Budget Amendment #5
 Capital Budget
 Exhibit A

		Project Number	Project Name	Current Year Budget	Proposed Change	Revised Current Year Budget	Prior Year Appropriations	Total Project Budget Appropriations	Funding Source
<u>GENERAL GOVERNMENT - CAPITAL</u>									
<i>Expenditures</i>									
70000-49000	CONSTRUCTION-STREETS	700.23.003	Ravine Au Coquille Watershed Modeling	50,000	25,000	75,000	350,000	425,000	75% - Street Construction Fund 25% - District 3 Sales Tax Fund
<u>ENTERPRISE - CAPITAL</u>									
<i>Expenditures</i>									
20000-16100	PLANT & EQUIPMENT	211.25.001	Old Mandeville Waterlines Construction	450,000	(25,000)	425,000	3,000,000	3,425,000	Enterprise Fund