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DISASTER RECOVERY UNIT

**STATE OF LOUISIANA
CONTRACT**

The State of Louisiana, Division of Administration, Office of Community Development, Disaster Recovery Unit, hereinafter sometimes referred to as the "State" or "OCD-DRU", and CSRS, Inc., 6767 Perkins Road, Suite 200, Baton Rouge, LA 70808, hereinafter sometimes referred to as the "Contractor", do hereby enter into a contract under the following terms and conditions. Contractor and the OCD-DRU may sometimes hereinafter be collectively referred to as the "Parties" and individually as a "Party."

1 SCOPE OF SERVICES

See Attachment I, Scope of Services, attached hereto and made a part hereof.

1.1 CONCISE DESCRIPTION OF SERVICES

The Contractor shall perform the following services:

1. Prepare a Master Plan for programming and development of the Isle de Jean Charles Community Resettlement.
2. Prepare a post resettlement Master Plan for the current Isle de Jean Charles.

1.2 STATEMENT OF WORK

This Statement of Work defines tasks to be performed, required deliverables, completion criteria, estimated completion dates, and establishes responsibilities for accomplishing identified tasks.

1.3 GOALS AND OBJECTIVES

The goal and objective of these services is to create a Master Plan for the Isle de Jean Charles Community Resettlement and a post resettlement Master Plan for the current Isle de Jean Charles.

1.4 PERFORMANCE MEASURES

The performance of the Contract will be measured by the OCD-DRU Executive Director, designee or successor. The OCD-DRU Executive Director will designate a State Project Manager (SPM), authorized on behalf of the State, to evaluate the Contractor's performance against the criteria in the Statement of Work.

1.5 MONITORING PLAN

The Executive Director and/or the SPM will monitor services provided by the Contractor and the expenditure of funds under this Contract. The SPM is primarily responsible for the day-to-day contact with the Contractor and day-to-day monitoring of the Contractor's performance.

1.6 CONTRACTOR TASKS AND RESPONSIBILITIES

Contractor will perform the following services:

- a. Prepare a Master Plan for the programming and development of the Isle de Jean Charles Community Resettlement. This may include, but is not limited to the following, as is required:

- i. Geotechnical investigations;
 - ii. Property boundary and topographical surveys;
 - iii. Phase I ASTM 1525 Environmental Report completion and review;
 - iv. Wetlands delineations and COE permitting;
 - v. Preliminary designs and cost estimates;
 - vi. Development of policies and programs within the newly resettled community or otherwise relevant to the Community Resettlement project.
- b. Prepare a post resettlement Master Plan for the current Isle de Jean Charles. This may include, but is not limited to the following, as is required:
 - i. Geotechnical investigations;
 - ii. Property boundary and topographical surveys;
 - iii. Phase I ASTM 1525 Environmental Report completion and review;
 - iv. Wetlands delineations and COE permitting;
 - v. Preliminary designs and cost estimates;
 - vi. Development of policies and programs on the current Isle de Jean Charles or otherwise relevant to the Community Resettlement project.

1.7 DELIVERABLES

The Contract will be considered complete when Contractor has delivered and State has accepted all deliverables specified in Attachment I, Scope of Services.

1.8 APPROVAL AND SUBSTITUTION OF KEY PERSONNEL

The Contractor's personnel assigned to this Contract shall not be placed or replaced without the written consent of the State. Contractor shall submit to the State for approval individual resumes for all personnel working on the project. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any State or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to project outside this Contract, outside of the State's or Contractor's reasonable control, as the case may be, the Contractor shall be responsible for providing an equally-qualified replacement, subject to the approval of the State, in time to avoid delays in completing tasks.

2 ADMINISTRATIVE REQUIREMENTS

2.1 TERM OF CONTRACT

This Contract shall begin on October 6, 2017 and shall end on October 5, 2019. State has the right to extend the Contract to a maximum term of three (3) years with the concurrence of the Contractor and all appropriate approvals.

2.2 STATE FURNISHED RESOURCES

State shall identify the SPM for this Contract who will provide oversight of the activities conducted hereunder. Notwithstanding the Contractor's responsibility for management during the performance of this Contract, the SPM shall be the principal point of contact on behalf of the State

and will be the principal point of contact for Contractor concerning Contractor's performance under this Contract.

Regulatory applicability determinations made by the State or agreements made between various governmental agencies shall remain as the responsibility of the State. In no way shall Contractor be responsible for the technical, regulatory or legal veracity and acceptability of determinations made by the persons other than its agents, employees, or contractors. Such agreements, determinations and communications shall be provided to Contractor to facilitate completion of the Scope of Work.

State recognizes there may be a requirement under federal, state or local statutes or regulations to report the results of Contractor's findings to appropriate regulatory agencies. Contractor is not responsible for advising the State about the State's or others reporting obligations and State agrees that it or others shall be responsible for all reporting, unless Contractor has an independent duty to report under applicable law. In those situations, Contractor will provide State with advance notice that Contractor believes that it has an obligation to report as well as the substance of the report it intends to make.

All records, reports, documents and other material delivered or transmitted to Contractor by the State shall remain the property of the State, and shall be returned by Contractor to the State, upon request, at termination or expiration of this Contract. All records, reports, documents, or other material related to this Contract and/or obtained or prepared by Contractor and all repositories and databases compiled or used, regardless of the source of information included therein, in connection with performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Contractor to the State at termination or expiration of this Contract. Cost incurred by Contractor to compile and transfer information for return to the State shall be billed on a time and materials basis, subject to the maximum amount of the Contract.

2.3 TAXES

Contractor is responsible for payment of all applicable taxes from the funds to be received under this Contract. Contractor's federal tax identification number is 72-0837459 DUNS # 930873013 State Tax ID 2071678.

In accordance with R.S. 39:1624(A) (10), the Louisiana Department of Revenue (LDR) shall determine that the prospective contractor is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the state and collected by the LDR prior to the approval of this contract by the Office of State Procurement (OSP). The prospective contractor hereby attest to its current and/or prospective compliance, and agrees to provide its seven-digit LDR Account Number to the contracting agency so that the prospective contractor's tax payment compliance may be verified. The prospective contractor further acknowledges understanding that issuance of a tax clearance certificate by LDR is a necessary precondition to the approval and effectiveness of this Contract by OSP. The contracting agency reserves the right to withdraw its consent to this Contract without penalty and proceed with alternate arrangements should the Contractor fail to resolve any identified apparent outstanding tax compliance discrepancies with LDR within seven (7) days of such notification.

3 COMPENSATIONS AND MAXIMUM AMOUNT OF CONTRACT

In consideration of the services required by this Contract, State hereby agrees to pay to Contractor a maximum fee of \$1,500,000 during the Contract period.

3.1 PAYMENT TERMS

Payments are predicated upon successful completion and written approval by the State of the described tasks and deliverables as provided in the Scope of Services above. Payments will be made to the Contractor after written acceptance by the State of the task and approval of an invoice. State will make every reasonable effort to make payments within 30 days of the approval of invoice and under a valid Contract. Payment will be made only on approval of the SPM, and the OCD-DRU Finance Manager, successor or designee.

During the execution of tasks contained in the Statement of Work, the Contractor may submit invoices, not more frequently than monthly. The payment terms are as follows:

See Attachment II, Rate Schedule, attached hereto and incorporated herein. Up to eighty (80) percent of the maximum amount of the Contract may be paid for properly approved invoices prior to the acceptance of the deliverables listed in Attachment I Scope of Services. The balance of the maximum Contract amount is payable in accordance with the rates in Attachment II, subject to the acceptance and approval of deliverable(s) by the SPM.

For each deliverable due date agreed to by SPM and Contractor, a penalty of \$500 per day will be assessed for each business day that the deliverable exceeds the agreed upon due date. The penalty will be assessed against accounts payable to the Contractor under this Contract. Each penalty shall be limited to \$10,000. The Contractor shall not be assessed a penalty for delays due to circumstances not subject to its control.

If authorized by OCD-DRU, the following direct expenses will be paid in addition to the hourly rates:

- Travel time for field travel at the direction of the State will be paid at 50 percent of the appropriate hourly rate;
- Copies and reproduction: \$0.10/page for black & white; \$0.25/page for color;
- Plan reproduction (36" x 48"): \$4.00/page for black & white; \$18.00/page for color;
- Foam Core Display Boards: \$1.25/square foot;
- Public Meeting notice fees, postage and expedited mail – billed at cost;
- Agency filing, search or copy fees-billed at cost; and
- Laboratory testing fees – billed at cost.

State and Contractor shall cooperate to minimize travel expenses/time to the greatest extent possible.

Invoices must provide a description of services completed or on progress for the previous billing period, and a description of work performed on a time and materials, with a summary of fees and expenses per Attachment II, Rate Schedule. The invoice shall identify the particular work to which

the charges are related and shall contain supporting documentation deemed sufficient by OCD-DRU.

The Contractor will not be paid more than the maximum amount of the Contract.

4 TERMINATION

4.1 TERMINATION FOR CAUSE

State may terminate this Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. Failure to perform within the time agreed upon in the contract may constitute default and may cause cancellation of the Contract. The Contractor shall be paid for all authorized services properly performed prior to termination.

4.2 TERMINATION FOR CONVENIENCE

State may terminate the Contract at any time without penalty by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date. The Contractor shall be entitled to payment for deliverables in progress; to the extent work has been performed satisfactorily.

4.3 TERMINATION FOR NON-APPROPRIATION OF FUNDS

The continuation of this Contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the Contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the Contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the Contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

5 INDEMNIFICATION AND LIMITATION OF LIABILITY

5.1 GENERAL INDEMNITY LANGUAGE

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under the Contract. The Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the State and its Authorized Users from suits, actions, damages, and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by the Contractor, its agents, employees, partners or subcontractors, without limitation; provided, however that the Contractor shall not indemnify for

that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the State.

5.2 INDEMNIFY RELATING TO USE OF PROTECTED PROCESS OR PRODUCT

The Contractor will indemnify, defend and hold the State and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against the State in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the State shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at the Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of the Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, the State or its Authorized Users may require the Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require. The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: (i) Authorized User's unauthorized modification or alteration of a Product; (ii) Authorized User's use of the Product in combination with other products not furnished by the Contract; and (iii) Authorized User's use in other than the specified operating conditions and environment.

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

With respect to indemnity obligations for protected processes, for all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation," and regardless of the basis on which the claim is made, the Contractor's liability limit for direct damages shall be two (2) times the maximum amount of the Contract. Unless otherwise specifically enumerated herein, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings. The State and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due to the Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

6 FUND USE

Contractor agrees not to use Contract proceeds to urge any elector to vote for or against any candidate or proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition on any election ballot or a proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority.

The Contractor and all its Subcontractors shall certify that they have complied with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) and that it will not and has not used Federal appropriate funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. The Contractor and each Subcontractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

7 ASSIGNMENT

No contractor shall assign any interest in this Contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be constructed to prohibit the Contractor from assigning to a bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

8 RIGHT TO AUDIT

The OCD-DRU, the State of Louisiana Legislative Auditor, the Louisiana Inspector General, federal auditors and auditors for the Division of Administration ("DOA"), or others so designated by the DOA or the OCD-DRU, shall have the option to audit and/or inspect all accounts directly pertaining to the Contract for a period of five (5) years from the date of the closeout of this Contract. Records shall be made available during normal working hours for this purpose.

9 CONTRACT MODIFICATION

No amendment or variation of the terms of this Contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the Contract is binding on any of the parties.

10 CONFIDENTIALITY OF DATA

All financial, statistical, personal, technical and other data and information relating to the State's operation and made available to the Contractor in order to carry out this Contract, or which become available to the Contractor in carrying out this Contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written

consent of the State, to carry out the intent of this paragraph. The Contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of the Contract, or is rightfully obtained from third parties.

All of the reports, information, data, et cetera, prepared or assembled by Contractor under this Contract are confidential and Contractor agrees that they shall not be made available to any individual or organization without the prior written approval of the State. This does not extend to information that was obtained from the public domain such as public agencies or sources of information available to the general public. Under no circumstance shall the Contractor discuss and/or release information concerning this project without prior express written approval of the State.

11 COPYRIGHT

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

12 SUBCONTRACTORS

The Contractor may, with prior written permission from the State, enter into subcontracts with third parties for the performance of any part of the Contractor's duties and obligations. All subcontractors are subject to approval by the State. Individual resumes will be submitted to the SPM for consideration and approval prior to any subcontractor personnel working on the project. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to the State and/or State Agency for any breach in the performance of the Contractor's duties. Contingent on verification that no Subcontractor has been debarred, the State hereby approves the following Subcontractors to provide or perform any part of the Services under the Contract as provided in the Proposal:

Waggoner & Ball, LLC
Olin Partnership, Ltd.
Environmental Resources Management-Southwest, Inc.
APTIM Environmental & Infrastructure, Inc.
Center for Planning Excellence, Inc.
HR&A Advisors, Inc.
GCR, Inc.
SGD Urban Solutions, LLC
GeoEngineers, Inc.

13 DISCRIMINATION AND COMPLIANCE PROVISIONS

The Contractor and its Subcontractors agree to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Federal Executive Order 11246 as amended; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment

Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Fair Housing Act of 1968 as amended; the Housing and Community Development Act of 1974; the requirements of the Americans with Disabilities Act of 1990; 471 CFR 90-4 *et seq* ; 41 CFR 60-1.4; 41 CFR 60-1.8; 24 CFR Part 35; the Flood Disaster Protection Act of 1973; and Federal Labor Standards Provisions (form HUD-4010).

The Contractor and its Subcontractors agree not to discriminate unlawfully in its employment practices, and will perform its obligations under this Contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities.

Any act of unlawful discrimination committed by the Contractor or its Subcontractors, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Contract or other enforcement action.

14 INSURANCE

The Contractor will be required to furnish proof of the following insurance coverages:

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI.

This rating requirement shall be waived for Worker's Compensation coverage only.

Contractor's Insurance: The Contractor shall not commence work under this Contract until it has obtained all insurance required herein. Certificated of Insurance, fully executed by officers of the Insurance Company written or countersigned by an authorized Louisiana State agency, shall be filed with the State of Louisiana for approval. The Contractor shall not allow any subcontractor to commence work on its subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the Contractor shall also submit copies of insurance policies for inspection and approval of the State of Louisiana before work is commenced. Said policies shall not hereafter be canceled, permitted to expire, or be changed without thirty (30) days' notice in advance to the State of Louisiana and consented to by the State of Louisiana in writing and the policies shall so provide.

Compensation Insurance: Before any work is commenced, the Contractor shall maintain during the life of the contract Workers' Compensation Insurance for all of the Contractor's employees employed at the site of the project. In case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the Contract are not protected under the Workers' Compensation Statute, the Contractor shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.

Commercial General Liability Insurance: The Contractor shall maintain during the life of the Contract such Commercial General Liability Insurance which shall protect him, the State, and any subcontractor during the performance of work covered by the Contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the Contract, whether such operation be by himself or by a

subcontractor, or by anyone directly or indirectly employed by either of them, or in such a manner as to impose liability to the State. Such insurance shall name the State as additional insured for claims arising from or as the result of the operations of the Contractor or his subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of \$1,000,000.

Professional Liability (Errors and Omissions): The Contractor shall maintain Professional Liability (Error & Omissions) insurance, which covers the professional errors, acts, or omissions of the Contractor, shall have a minimum limit of \$1,000,000. Claims-made coverage is acceptable. The date of the inception of the policy must be no later than the first date of the anticipated work under this contract. It shall provide coverage for the duration of this contract and shall have an expiration date no earlier than 30 days after the anticipated completion of the contract. The policy shall provide an extended reporting period of not less than 24 months from the expiration date of the policy, if the policy is not renewed.

Insurance Covering Special Hazards: Special hazards as determined by the State shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the Contractor, or by separate policies of insurance in the amounts as defined in any Special Conditions of the Contract included therewith.

Licensed and Non-Licensed Motor Vehicles: The Contractor shall maintain during the life of the Contract, Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the term of the Contract for the work to be performed thereunder, unless such coverage is included in insurance elsewhere specified.

Subcontractor's Insurance: The Contractor shall require that any and all of its Subcontractors, which are not protected under the Contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.

15 GENERAL COMPLIANCE

The Contractor will comply with all applicable federal, state, and local laws and all applicable Office of Management and Budget Circulars, (<http://www.whitehouse.gov/omb/circulars/>).

16 FINANCIAL MANAGEMENT

The Contractor shall agree to comply with 48 CFR Part 31 and agree to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred. The Contractor is responsible for having all its Subcontractors comply with 48 CFR Part 31 and agree to adhere the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

The Contractor shall administer its program in conformance with 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), as

applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis. The Contractor is responsible for having all its Subcontractors and project sponsors administer their programs in conformance with 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

17 DOCUMENTATION AND RECORD KEEPING

The Contractor shall maintain all records required by the Federal regulations specified in 2 CFR §200 that are pertinent to the activities to be funded as proposed. The Contractor is responsible for having all subcontractors maintain all records required by the Federal regulations specified in 2 CFR §200, which are pertinent to the activities to be funded as proposed.

The Contractor shall retain all financial records, supporting documents, statistical records, and all other pertinent records for a period of five (5) years after final contract payment. The contractor is responsible for having all subcontractors retain all financial records, supporting documents, statistical records, and all other pertinent records for a period of five (5) years after final contract payment.

18 DRUG-FREE WORKPLACE REQUIREMENT

The Contractor and its Subcontractors will certify that they have provided a drug-free workplace in compliance with The Drug-Free Workplace Act of 1988 (42 U.S.C. 701). Further, there shall be a provision mandating compliance with the Drug-Free Workplace Act of 1988, as amended, in any contracts executed by and between Contractor and any third parties using funds under this Contract.

19 PROHIBITED ACTIVITY

The Contractor is prohibited from using, and is responsible for its Subcontractors being prohibited from using, the funds provided herein or personnel employed in the administration of the program for political activities, inherently religious activities, lobbying, political patronage, nepotism activities, and supporting either directly or indirectly the enactment, repeal, modification or adoption of any law, regulation or policy at any level of government. Grantee will comply with the provision of the Hatch Act (5 U.S.C. 1501 *et seq.*), which limits the political activity of employees.

20 COVENANTS AGAINST CONTINGENT FEES AND CONFLICTS OF INTEREST

The Contractor shall warrant that no person or other organization has been employed or retained to solicit or secure this Contract upon contract or understanding for a commission, percentage, brokerage, or contingent fee. For breach or violation of this warrant, the State shall have the right to annul this Contract without liability or, in its discretion, to deduct from the Contract or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee, or to see such other remedies as legally may be available.

No member, officer, or employee of the Contractor, or agents, consultant, member of the governing body of the Contractor or the locality in which the program is situated, or other public official who exercises or has exercised any functions or responsibilities with respect to this Contract during his or her tenure, shall have any interest, direct or indirect, in any contract or subcontract, or the

proceeds thereof, for work to be performed in connection with the Contract or in any activity of benefit, which is part of this Contract.

However, upon written request of the Contractor, the State may agree in writing to grant an exception for a conflict otherwise prohibited by this provision whenever there has been full public disclosure of the conflict of interest, and the State determines that undue hardship will result either to the Contractor or the person affected by applying the prohibition and that the granting of a waiver is in the public interest. No such request for exception shall be made by the Contractor which would, in any way, permit a violation of State or Local law or any statutory or regulatory provision.

21 LABOR STANDARDS AND SECTION 3 COMPLIANCE IN EMPLOYMENT AND TRAINING

The Contractor shall agree to comply with the requirements of 29 CFR Part 5 and CFR Part 30 and shall be in conformity with Executive Order 11246, entitled "Equal Employment Opportunity; Copeland "Anti-Kickback" Act (29 CFR Part 3), the Davis-Bacon and Related Acts (29 CFR Parts 1, 3, and 5), the Contract Work Hours and Safety Standards Act (40 U.S.C. 370) et. Seq.), and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Contract. The Contractor is responsible for ensuring that all its Subcontractors comply with the requirements of 29 CFR Part 5 ad CFR Part 30 and shall be in conformity with Executive Order 11246 entitled "Equal Employment Opportunity," Copeland "Anti-Kickback" Act, the Davis-Bacon and Related Acts (29 CFR Parts 1, 3, and 5), the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 et.seq.), and all other applicable Federal, State and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Contract.

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

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

The Contractor agrees to send to each labor organization or representative of workers with which the Contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or worker's respective of the Contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the

name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

The Contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR parts 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR parts 135. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR parts 135.

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

Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307) also applies to the work to be performed under this Contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

22 CLEAN AIR ACT, CLEAN WATER ACT AND OTHER REQUIREMENTS

The Contractor agrees to comply with all applicable standards, orders, or requirements issued under the Clean Air Act (42 U.S.C. 7401 et seq. (1970)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). State recognizes that Contractor is not responsible for environment or safety compliance or permitting that grantees and their Contractors may be subject to that are outside of the scope of services to be conducted under this Contract.

23 OWNERSHIP OF DOCUMENTS AND STATE FURNISHED RESOURCES

All records, reports, documents, or other material or data, including electronic data, related to this Contract and/or obtained or prepared by Contractor, and all repositories and databases compiled or used, regardless of the source of information included therein, in connection with performance of the Services contracted by herein shall become the property of the State, and shall, upon request, be returned by Contractor to the State at termination or expiration of this Contract. Cost incurred by Contractor to compile and transfer information for return to the State shall be billed on a time and material basis, subject to the maximum amount of this Contract. Software and other materials owned by Contractor prior to the date of this Contract and not related to this Contract shall be and remain the property of Contractor. Costs to deliver and transmit such records, reports, documents

and materials shall be billed to State in accordance with Attachment II. Contractor may retain a copy of its work product, subject to the requirements of the Confidentiality of Data Section.

24 SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under Section 109 of Title 1 of the Housing and Community Development Act of 1974. Section 109 further provides that discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, is prohibited.

25 ENERGY EFFICIENCY

Contractor shall recognize mandatory standards and policies relating to energy efficiency, which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act to the extent applicable to Contractor and its Subcontractors.

26 APPLICABLE LAW, VENUE AND CONTROVERSIES

Any claim or controversy arising out of this Contract shall be resolved under the processes set forth in La. Revised Statute 39:1672.2-1672.4. This contract shall be governed by an interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

27 CODE OF ETHICS

The Contractor acknowledges that Chapter 15 or Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this contract. The Contractor agrees to immediately notify the State if potential violations of the Code of Governmental Ethics arise at any time during the term of this contract.

The Contractor acknowledges that it and its Subcontractors may not be eligible to participate as a Contractor under Phase III (Development and Construction) of the Isle de Jean Charles Community Resettlement. Should Contractor or Subcontractor pursue solicited activities or subsequent awards pursuant to Phase III or any subsequent portion of the Isle de Jean Charles Community Resettlement, it is the responsibility of the Contractor and/or its Subcontractors to seek an advisory opinion from the Louisiana Board of Ethics regarding its eligibility to participate in such subsequent activities.

28 SEVERABILITY

If any term or condition of this Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end of the terms and conditions of this Contract are declared severable.

29 COMPLETE CONTRACT

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This Contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this Contract and there are no other agreements or understanding changing or modifying the terms. This Contract shall become effective upon final statutory approval.

30 ENTIRE AGREEMENT & ORDER OF PRECEDENCE

This Contract together with the RFP and Contractor's Proposal which are incorporated herein; shall, to the extent possible, be construed to give effect to all of its provisions; however, where provisions are in conflict, the first priority shall be given to the provisions of the Contract, excluding the Request for Proposals, its amendments and the Proposal; second priority shall be given to the provisions of the Request for Proposals and its amendments; and third priority shall be given to the provisions of the Contractor's Proposal.

31 SAFETY

The Contractor shall exercise proper precaution at all times for the protection of persons and property and shall be responsible for all damages or property, either on or off the worksite, which occur as a result of his performance of the work. The safety provisions of applicable laws and building and construction codes, in addition to specific safety and health regulations described by 29 CFR 1925, shall be observed and Contractor shall take or cause to be taken such additional safety and health measures as Contractor may determine to be reasonably necessary.

32 PROVISION REQUIRED BY LAW DEEMED INSERTED

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

33 ELIGIBILITY STATUS

The Contractor, and each tier of Subcontractors, shall certify that it is not on the List of Parties Excluded from Federal Procurement or Non-procurement Programs promulgated in accordance with E.O.s 12549 and 12689, "Debarment and Suspension," as set forth at 2 CFR part 2424.

Contractor has a continuing obligation to disclose any suspensions or debarment by any government entity, including but not limited to the General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the Contract and debarment from future contracts.

34 LEGAL AUTHORITY

The Contractor assures and guarantees that it possesses the legal authority, pursuant to any proper, appropriate and official motion, resolution or action passed or taken, giving the Contractor legal authority to enter into this Contract, receive funds, authorized by this Contract and to perform the services the Contractor is obligated to perform under this Contract.

35 NO THIRD PARTY BENEFICIARIES

This Contract does not create, nor is it intended to create, any third party beneficiaries or contain any stipulations pour autrui. The State and the Contractor are and shall remain the only parties to this Contract and the only parties with the right to enforce any provisions thereof and shall have the right, without the necessity of consent of any third party, to modify or rescind this Contract. The services under the Contract and all reports and deliverables issued hereunder are for the sole use and reliance of the State, unless expressly agreed in writing by the State and the Contractor. This provision does not affect the indemnity and insurance obligations under this Contract.

36 WAIVER OF NON-COMPETITION ENFORCEMENT

The Contractor agrees to waive enforcement of each and every contract provision it may have restraining the Contractor's employees, any tier of its Subcontractors, or any of their employees, from employment or contracting with the State or any contractor/subcontractor thereof.

37 PUBLIC COMMUNICATION

The Contractor shall not issue any public communications regarding the Program and/or Contractor's activities under this Contract without the prior consent of the State. All publications, press releases, articles, media requests/interviews or other forms of public communication must be submitted to the State for approval prior to issuance. Furthermore, the Contractor must receive prior written approval from the State prior to participating in oral presentations or presenting/distributing printed materials regarding the Program and/or the Contractor's activities under this Contract at any conferences, symposiums or topical meetings/gatherings of a similar nature.

The Contractor shall coordinate activities regarding the Program with relevant State personnel, such as OCD-DRU personnel in environmental, labor, monitoring and compliance, legal, policy, program, and finance sections.

The Contractor shall not have any communication with federal or other state and/or local government agencies regarding the Program and/or the Contractor's activities under this Contract without the prior consent of the State.

Any breach of the aforementioned terms and conditions shall constitute grounds for immediate termination of this Contract and the Contractor's forfeiture of outstanding financial obligations pursuant to the Program and the Contractor's activities under this Contract.

38 ADVERTISING

The Contractor shall not refer to the Contract or the Contractor's relationship with the State hereunder in commercial advertising or press releases without prior approval from the State. Under no circumstances shall advertising or other communications with the media be presented in such a manner as to state or imply that the Contractor or the Contractor's services are endorsed by the State.

39 NO AUTHORSHIP PRESUMPTIONS

Each of the Parties has had an opportunity to negotiate the language of this Contract in consultation with legal counsel prior to its execution. No presumption shall arise or adverse

inference be drawn by virtue of authorship, and each Party hereby waives the benefit of any rule of law that might otherwise be applicable in connection with the interpretation of this Contract, including but not limited to any rule of law to the effect that any provision of this Contract shall be interpreted or construed against the Party that (or whose counsel) drafted that provision. The rule of no authorship presumption set forth in this paragraph is equally applicable to any person that becomes a Party by reason of assignment and/or assumption of this Contract and any successor to a signatory Party.

40 DELAY OR OMISSION

No delay or omission in the exercise or enforcement of any right or remedy accruing to a Party under this Contract shall impair such right or remedy or be construed as a waiver of any breach theretofore or thereafter occurring. The waiver of any condition or the breach of any term, covenant, or condition herein or therein contained shall not be deemed to be a waiver of any other condition or of any subsequent breach of the same or any other term, covenant or condition herein or therein contained.

41 NOTICES

Any notice required or permitted to be given under or in connection with this Contract shall be in writing and shall be either hand-delivered or mailed, postage prepaid by first-class mail, registered or certified, return receipt requested, or delivered by private, commercial carrier, express mail, such as Federal Express, or sent by, telecopy or other similar form of rapid transmission confirmed by written confirmation mailed (postage prepaid by first-class mail, registered or certified, return receipt requested or private, commercial carrier, express mail, such as Federal Express) at substantially the same time as such rapid transmission. All such communications shall be transmitted to the address or numbers set forth below, or such other address or numbers as may be hereafter designated by a party in written notice to the other Party compliant with this Section.

To the OCD-DRU:

Executive Director
State of Louisiana
Division of Administration
Office of Community Development
P.O. Box 94095
Baton Rouge, Louisiana 70804-9095
Facsimile: 225-219-9605

To Contractor:

T.A. "Tim" Barfield, Jr.
President
CSRS, Inc.
6767 Perkins Road, Suite 200
Baton Rouge, LA 70808
Facsimile: 225-767-0060

tim.barfield@csrsinc.com

43 E-VERIFY

Contractor acknowledges and agrees to comply with the provisions of La. R.S. 38:2212.10 and federal law pertaining to E-Verify in the performance of services under this Contract.

44 Commissioner's Statements

Statements, acts and omissions made by or on behalf of the Commissioner of Administration regarding the RFP or RFP process, this Contract, any Contractor and/or any subcontractor of the Contractor shall not be deemed a conflict of interest when the Commissioner is discharging his/her duties and responsibilities under law, including, but no limited, to the Commissioner of Administration's authority in procurements matters.

45 Contractor's Cooperation

The Contractor has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the State when requested. This applies even if this Contract is terminated and/or a lawsuit is filed. The Contractor shall not limit or impede the State's right to audit and shall not withhold State-owned documents.

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DONE AND SIGNED by the Parties on the dates set forth below but effective as of the dates above.

**OFFICE OF COMMUNITY DEVELOPMENT,
DISASTER RECOVERY UNIT**

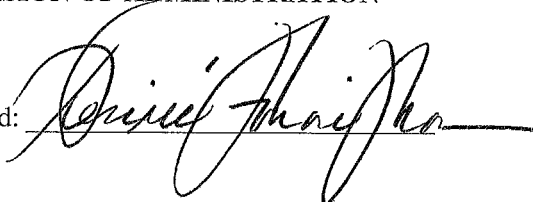
By:  _____

Name: Patrick W. Forbes
Executive Director

Title: _____

Date: 11.27.17

DIVISION OF ADMINISTRATION

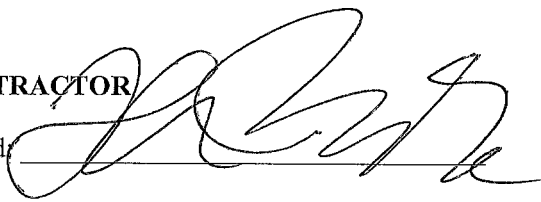
Signed:  _____

Name: Desiree Honoré Thomas

Title: Assistant Commissioner, DOA

Date: 11/27/2017

CONTRACTOR

Signed:  _____

Name: Tim Barfield, Jr.

Title: President

Date: November 3, 2017

ATTACHMENT I: SCOPE OF SERVICES

1. OVERVIEW

The State of Louisiana, through OCD-DRU, has received an award from HUD under the NDRC for the resettlement of residents of the Isle de Jean Charles community in Terrebonne Parish to a resilient and historically-contextual community. The need for the resettlement is necessitated by ongoing coastal land loss and barrier island destruction, conditions exacerbated by Hurricane Isaac. HUD awarded \$48,379,249 under the NDRC program for design, implementation and administration of the resettlement of Isle de Jean Charles. NDRC funds are overseen and managed by the OCD-DRU.

OCD-DRU has generally outlined this project in three distinct phases:

- I. Initial Outreach and Needs Assessment (completed);
- II. Master Planning and Programming (this particular RFP); and
- III. Development and Construction (a solicitation yet to be issued).

The first of these three phases, Initial Outreach and Needs Assessment, was completed in November 2016. The final deliverable outlining these initial findings is provided at <http://isledejeancharles.la.gov/sites/default/master/files/public/IDJC-Final-Report-Update.pdf>, **The Resettlement of Isle de Jean Charles – Report on Data Gathering and Engagement Phase**. As noted in the HUD approved NDRC application, <http://www.doa.la.gov/Pages/ocd-dru/Isaac/NDRC.aspx>, a site consisting of approximately 300 to 500 acres is to be acquired for the community resettlement effort. Site selection criteria has been oriented around future flood risk modeling over a 50-year time horizon. This modeling data has been furnished by the State's Coastal Protection and Restoration Authority (CPRA). Site selection and all resettlement project activities will be conducted in a manner consistent with CPRA's 2017 Coastal Master Plan <http://coastal.la.gov/our-plan/2017-coastal-master-plan/>.

OCD-DRU has initiated a site selection process. The site selection process has been undertaken concurrently with the development and release of this scope of work. OCD-DRU envisions that the site selection, vetting, and site control work will be completed in a timeframe relatively concurrent with this procurement of the master planning Contractor.

The end-product to be delivered by the Master Planning Contractor will include preliminary site civil works development plans and technical guidelines to a 35% design level with itemized cost estimates. The preliminary architectural design of the resettlement, such as public community facilities, single-family residential types, and multi-family building types will have plans developed to a 15% design level with itemized cost estimates defined by the Construction Specifications Institute (CSI). All 15% design level cost estimates provided must use the CSI's 16 divisions.

2. TASKS AND SERVICES

The Contractor shall provide the following tasks and services:

Community Master Planning
&
Program Development
for the Resettlement of Isle de Jean Charles

I. Community Master Planning

The following work elements serve as a general outline for the scope of the master planning anticipated for the resettlement effort.

WORK ELEMENTS:

(A) PUBLIC PARTICIPATION

To help reduce potential conflicts and gain public support for the project, citizen input must be received throughout the planning process. At minimum, the selected Master Planning Contractor will work with OCD-DRU to form a steering committee of IDJC community stakeholders. The composition of this committee should substantially include current Island residents, but may also include former residents and other prominent project and Island stakeholders. The committee members will serve on a voluntary, uncompensated basis. The purpose of this committee is to meet with OCD-DRU and the Master Planning Contractor team on a regular basis to inform and guide the planning and development of the project. Additionally, at least two (2) general public meetings must be held. The exact number of meetings will vary depending on the desires of the community, the Proposer's approach and methodology and the ultimate scope of the project.

	<u>Meeting Type</u>	<u>Minimum #</u>
1.	OCD-DRU & IDJC Steering Committee Meetings	<u>6</u>
2.	Advertised or Promoted General Public Meetings	<u>2</u>
3.	Current Resident Focus Group Meetings	<u>4</u>
4.	Other Stakeholder Meetings	<u>2</u>

(B) BACKGROUND INFORMATION AND SITE-SPECIFIC DATA

Gather background information, which serves to orient readers to the community, the plan for the resettlement, and the site selected for the resettlement.

1. Brief narrative about the planned community, its population, and character.
2. Brief narrative about the natural resources of the selected site, including but not limited to, any critical habitats or areas of special interest, sensitive species, drainage features, flora, fauna, etc.
3. Brief narrative regarding the community needs assessment, including reported wants for the resettlement.
4. Description of how the resettlement site fits into the existing physical environment of Terrebonne Parish such as public infrastructure, public services, schools, emergency services, transportation, jobs, retail, etc.
5. Description of current community planning efforts by the Parish and State agencies, such as how the project at the selected site may be affected by or juxtaposed with projects and proposals within CPRA's 2017 Coastal Master Plan.
6. Description of the public participation process, including the techniques used, key participants, level of participation, number of meetings, etc.; and itemized key outcomes (major areas of consensus or contention) identified through the public participation process.

(C) SITE INFORMATION AND ANALYSIS OF THE SELECTED SITE

Gather and report specific site information to establish a basis for the planned use of the site. Analyze the site information to determine the workable parameters for the proposed uses and facilities for the site.

1. Brief narrative and general description of the physical, natural, legal, and cultural resources of the site which includes, but is not limited to the following features:
 - Acreage
 - Existing deed restrictions, easements and right-of-ways that could limit use
 - Environmental issues
 - Floodplains
 - Historic features
 - Location
 - Soil types
 - Species of special concern
 - Storm water drainage features
 - Surrounding land uses
 - Topographic features
 - Vegetation (including both native and non-native species present)

- Riparian buffers
 - Site access
 - Wetlands
 - Zoning
2. Analysis and description of how the physical features of the site impacts the potential use and development of the site, including:
- The currently perceived advantages of the site for certain uses, including those relative to terracing and other flood mitigation strategies
 - The currently perceived disadvantages of the site for certain uses
 - Areas that may not be suitable for public use
 - Areas that need special environmental protection and/or mitigation
 - Areas that should be protected because they are natural drainage courses
 - Areas of high quality habitat value
 - Other use limiting aspects of the site (i.e.: access, adjacent uses, exiting uses, etc.)
 - Neighborhood compatibility – including the impact on and from adjacent land uses due to activities, lighting, traffic, noise and/or aesthetic characteristics
 - Proximity to bodies of water suitable to aquaculture activities
3. Analysis and description of how the physical features of the site may evolve over time and in response to expected future adverse impacts resulting from land loss, subsidence and sea-level rise, as well as any planned or proposed flood mitigation projects envisioned by CPRA’s 2017 Coastal Master Plan, local planning documents, or any other applicable source.

(D) ANALYSIS OF SELECTED SITE FOR HOUSING, COMMUNITY FACILITIES, AND INFRASTRUCTURE

Analyze to determine the highest and best use of the site, considering community needs; the desired housing mix; community and public assets; utility and access improvements; and open space needs; all of which shall be based on input from the public participation process.

1. Provide a description and prioritization of resettlement needs and site uses as identified by not only previous planning efforts, but also this plan’s public participation process.
2. List the housing facilities, community facilities, civil works infrastructure, commercial structures, open spaces, agriculture uses, etc. proposed to be developed on the site and as included on the master site plan drawing.
3. List support facilities, such as roads, parking, access paths, walking paths, storm water management systems, utility installations, signage, etc.

Additionally, list how green infrastructure techniques and installations will be incorporated into each of the planned support facilities.

4. For each proposed facility and support facility, provide a short narrative describing the size and type of facility. For building structures, provide square footage of air-conditioned space, number of required parking spaces, ancillary structures, etc. For a road or drive, provide the length, width, type of surfacing material, type of curbing. For electrical, water, sewer, and utilities; provide the estimated size of the service requested and the location of the most likely connection to the system. If any, identify off-site connection points for water and sewer service operated by public entities, and any major structures that need to be constructed as part of the utility service.
5. List all recreational, including passive recreation activities; conservation, cultural, and public uses and facilities to be developed on the site. Describe the proposed use of the site for activities, such as:
 - Wildlife viewing
 - Nature trail with interpretive signage
 - Recreational areas and playgrounds
 - Wetlands or critical habitat
 - Education uses
 - Night sky viewing
 - Watershed protection
 - Environmental education
6. Describe proposed preservation of open spaces, natural areas, and buffers for the site.

(E) ANALYSIS OF COMMUNITY ORGANIZATION, POST- DEVELOPMENT OPERATION AND MAINTENANCE, ECONOMIC DEVELOPMENT AND PROGRAMMING

The purpose of this analysis is to determine the most viable of various options to implement and operate the housing and community (public) aspects of the resettlement effort. This analysis acknowledges the higher long-term value of the organization and operation of the resettlement; as opposed to the construction of a grant funded civil and housing works project. This analysis is critical to the long term success of the resettlement and will require diverse planning expertise.

1. Analyze existing information regarding the housing and community needs of the residents of IDJC; conduct further research as needed. Synthesize this information into a coherent set of parameters for the proposed community, including recommended elements of house design, site configuration,

ancillary structures, and other physical elements which would be either required or preferred in an eventual development, and considerations for possible future expansion of the community. Work with the State and the IDJC community to charrette and prioritize parameters, achieving consensus while managing expectations.

2. Work with the IDJC community, OCD-DRU, and other stakeholders to identify and achieve consensus on post-migration strategies for the Island. Such strategies must attempt to address, to the satisfaction of all parties, the following issues and questions:
 - a. The terms under which Parish-provided maintenance of the causeway or roadway to the Island may be ended;
 - b. The terms under which emergency services to (remaining) residents of the Island would be provided or not provided;
 - c. Rights of continued use and access to the Island granted to residents who relocate, or who do not currently have a primary residence on the Island, but maintain ownership or other rights to camps on the Island;
 - d. For those who opt to relocate (either from the Island or elsewhere), the parameters of the relocation support package that would be provided to facilitate their relocation; and
 - e. Recommendations for supportive services – including transitional housing support – and/or case management to facilitate an effective transition to the new community.
3. Work with the IDJC community, OCD-DRU, and other stakeholders to identify and achieve consensus on the ownership structure of the relocated community. Such strategies must attempt to address, to the satisfaction of all parties, the following issues and questions:
 - a. Key characteristics of the ownership and governance structure of the real estate within the relocated community, particularly with respect to the role of community members in decision making, as well as their participation in management and maintenance and other ongoing aspects of site control and responsibility; and
 - b. How the roles and responsibilities of the members of the community might function effectively in concert with an ongoing role of the State, the selected developer, or others.

4. Work with the IDJC community, OCD-DRU, and other stakeholders to identify and achieve consensus on issues and decisions concerning rights of relocation, initial occupancy and ongoing occupancy. Such considerations and recommendations must attempt to address, to the satisfaction of all parties and consistent with federal, state and local laws (including, without limitation, the Fair Housing Act), the following issues and questions:
 - a. Whether residents of IDJC who do not initially relocate will have rights to later relocate to (or priority eligibility for) available units within the proposed community;
 - b. The rules or considerations that would govern the rights of those who identify as members of the IDJC community, but who do not currently live on the Island to become members of the proposed community;
 - c. The rules or considerations that would govern the eligibility for homes in the proposed community, including:
 - i. Priorities for residency at initial occupancy and on a continuing basis;
 - ii. Eligibility for residency, or establishment of a household, on an initial and continuing basis;
 - iii. Rules, terms and conditions under which the right of occupancy could be abridged; and
 - iv. Equity rights to homes within the community, by the members of the community who occupy them.

5. Work with the IDJC community, OCD-DRU, and other stakeholders to identify and achieve consensus on an economic development strategy for the new community. Additionally, this strategy should be developed mindful of future opportunities to scale and replicate them elsewhere in Louisiana and the U.S. At a minimum, this strategy should include the following:
 - a. Strategies for on-site revenue generation, with a particular emphasis on driving down the development's anticipated future operations and maintenance costs;
 - b. Job training and development strategies for resettled residents, mindful of current adverse economic conditions on the Island, as well as the community's historical reliance on self-sustenance;
 - c. Strategies to embed agriculture, aquaculture and agroforestry activities within the new development;

- d. Strategies to incentivize tourism and related activities to the new development;
- e. Strategies to address regional needs, especially relative to access to healthcare and healthy, fresh food availability; and
- f. Any other opportunities for light commercial development as identified through stakeholder consultations during the master planning process.

(F) DESIGN CONSIDERATIONS

In determining the uses and facilities to be planned for the site, as well as the size and location of the facilities, the following must be considered and reported on to the extent they are applicable to site development drawings:

1. The site's limitations and positive qualities, as well as various generally accepted design standards related to proposed open space areas, housing units and facilities, community buildings, utility facilities, etc., as identified under the immediately preceding Sections (C), (D), and (E) of part 2 Tasks and Services, I. Master Community Planning of **Attachment I-Scope of Services**. If local standards and codes have been developed and adopted, these should be identified.
2. Applicable laws and regulations relating to public health and safety, including Parish zoning, regulations, and International Building Code requirements, <https://www.iccsafe.org/codes-tech-support/codes/2015-i-codes/ibc/>.
3. Handicap accessibility standards as prescribed by the Americans with Disabilities Act of 1990 (ADA), <https://www.dol.gov/general/topic/disability/ada>
4. Assessment of the existing topography of the site to determine if it is suitable for the types of housing and community resettlement improvements being proposed.
5. Protection or enhancement of environmentally sensitive areas including streams, wetlands, forests and established trees, and natural areas that provide wildlife habitat and protect water quality.

6. Incorporation of sustainable site design and green infrastructure (storm water best management practices, LEED or comparable standards, nature landscaping, trees, etc.) into the site design.
 - a. <http://www.sustainablesites.org> (Sustainable Site Initiative)
 - b. <http://www.usgbc.org> (LEED & Green Principles)

7. If desired through coordination with the IDJC community, incorporation of tribal housing best practices into the site design.
 - a. http://www.huduser.gov/portal/publications/pdf/scic_best_practices.pdf (Best Practices in Tribal Housing)
 - b. <https://www.epa.gov/green-building-tools-tribes> (U.S. EPA Green Building Tools for Tribes)

8. Establishment of sustainable riparian nature grass and/or forest buffer, if possible.

9. Incorporation of health, well-being, and quality of life features (playgrounds, outdoor recreations, walkability) into the site design.

10. Listing and discussion of alternate “green” materials and designs that could be used to reduce environmental impact, potentially lower maintenance and operation costs, and conserve energy.
 - a. Evaluation of the cost impact of using “green” material and “green” design.
 - b. Evaluation of the costs and benefits of low-impact design and maintenance.
 - c. Evaluation of the life cycle cost impact of using specific alternate materials.
 - d. Evaluation of potential alternative energy sources to mitigate or eliminate future energy consumption costs for which the community would be responsible.

(G) PRELIMINARY DESIGN PROCESS

1. Develop preliminary alternative drawings and present the drawings at OCD-DRU, IDJC steering committee and current resident focus group meetings for review and discussion. Drawings should indicate relationships

between different areas for different housing-types, community facilities, and support facilities along with circulation patterns. The exact shape and placement of facilities is not critical.

2. Evaluate the preliminary alternatives.
3. Prepare a written evaluation for each alternative, highlighting both positive and negative points. Through stakeholder discussions and public participation, determine which solution or combination of ideas from the alternatives offers the best design solution. Consideration must be given not only to what facilities and use the stakeholders desire, but also to site limitations; applicable laws and regulations; the need to balance habitat protection with housing and open space needs; and accepted best design standards and practices. Determine whether use of alternative or non-conventional design and materials can reduce the impact of the proposed improvements on the environment and reduce the use of natural resources. Particular emphasis should be placed on anticipated lifecycle costs and maintenance needs of each proposed alternative.
4. Prepare a final draft of the master site plan.
5. Upon approval from OCD-DRU, the Master Planning Contractor shall present at a public meeting for final comment the final draft of the master site plan. The final draft version must be to scale with graphic renderings of the final design layouts. All proposed facilities, support facilities, required off-site utility improvements, along with site information noted in Section C, Site Information and Analysis of the Selected Site, part 2 Tasks and Services, I. Master Community Planning of **Attachment I-Scope of Services** are to be shown on the final master site plan in proper orientation, size and shape. Upon approval by appropriate local planning agencies (Terrebonne Parish), the Contractor will be authorized to prepare the final product as outlined in Section N, Final Products, part 2 Tasks and Services, I. Master Community Planning of **Attachment I-Scope of Services** (below).
6. Based upon the approved master site plan, preliminary civil works site design construction plans shall be developed to a 35% completion stage. Similarly, based on the approved master site plan, architectural floor plans, elevations, and typical building sections shall be developed for each building type to a 15% completion stage.

7. Using the civil works (35%) and architectural (15%) preliminary designs and following the CSI format, technical outline specifications shall be developed for identified work elements.

(H) DESIGN COST ESTIMATES

1. Development (construction) costs.
The Master Planning Contractor shall provide by area and facility a detailed cost estimate for the development of the proposed areas and facilities. The cost estimate should include: architectural; engineering; other professional services; permitting; construction and material costs; resident relocation expenses; project administrative costs; and a contingency of at least 10% of the total construction cost estimate. Where appropriate, this cost estimate should adhere to CSI standards.
2. Phased capital development program.
As a contingency plan for capital development, the Master Planning Contractor shall develop a phased and prioritized multi-year capital development program. Within this plan, an explanation of the strategy for the phasing, along with associated costs, and the sources of financing for each phase shall be included. Implementation strategies to finance future capital needs should also be addressed such as other grant sources, tax credit options, fundraising, conventional loans, USDA grant and loans, etc.

(I) PRELIMINARY GEOTECHNICAL INVESTIGATIONS

1. The Master Planning Contractor shall develop a borehole plan in order to establish characteristics of the site's underlying soil conditions, which are critical elements in the design of foundations, pavement typical sections, limitations of cut and fill efforts, etc. The depth of the borings shall be determined by geotechnical engineering practices based upon the types of structures planned for the development.
2. Upon approval from OCD-DRU of the borehole plan, the Master Planning Contractor shall drill and collect samples of underlying soil for strength analysis, classification, identification of water bearing soils and water tables.

3. The Master Planning Contractor shall prepare a geotechnical report denoting the types and classifications of the underlying soils along with recommendations for typical foundations, asphaltic concrete and concrete pavement sections, and other parameters related to earthworks that could impact construction costs and scheduling.

(J) PROPERTY BOUNDARY AND TOPOGRAPHIC SURVEYS

1. Upon authorization by OCD-DRU, the Master Planning Contractor shall prepare, for both preliminary and final design use, a property boundary and a topographic survey of the selected site.

(K) WETLANDS DELINEATION AND CORPS OF ENGINEERS WETLANDS PERMITTING

1. The Master Planning Contractor shall have a survey conducted to identify any possible wetlands on the site, specifically any Corps of Engineers wetlands delineation or other waters of the U.S.
2. The Master Planning Contractor shall assist in the preparation of a U.S. Army Corps of Engineers Permit Application for any designated wetlands that are to be impacted by the approved master plan and preliminary designs.

(L) MASTER PLAN FINAL REPORT AND FORMAT

All aspects of the planning process and the final master planning document (i.e. all work elements set forth in (A) through (K) **Attachment I, Scope of Services**) are to be presented in a final report that includes the following items and is organized and labeled as follows:

1. Executive Summary: A brief summary setting forth key aspects of the planning process and the final plan
2. Public Participation: A summary of the public participation process (work element A).

3. Background information and data: A summary of background information and data (work element B).
4. Site information and analysis (work element C).
5. Housing, community facilities, and infrastructure analysis (work element D).
6. Housing and community organizational and operational analysis (work element E).
7. Design Considerations: A summary and discussion of important design considerations (work element F).
8. Alternative Plans: Brief descriptions of the alternative plans presented, summary of public discussion on the alternative plans, and a description of the final plan proposed.
9. Preliminary Designs: Provide as an attachment to the Master Plan final report the preliminary designs of the resettlement development to a 35% completion for site development work and 15% for architectural features and structures (work element G).
10. Cost Estimates and Financing Options: Itemization of cost estimates, financing options, and phased capital development with rationale for phasing (if applicable). (Work element H).
11. Other Items: Discussion of other considerations and recommendations that OCD-DRU should be aware before proceeding to Phase III Development and Construction.

(M) TOPOGRAPHIC BASE MAP, MASTER SITE DEVELOPMENT PLANS AND PRELIMINARY DESIGNS

1. As part of OCD-DRU's due diligence, the Master Planning Contractor shall develop an existing topographic base map, which is necessary for the evaluation of alternatives and for an ultimate selection of the final master site development plan. OCD-DRU intends for the topographic survey work

to be prepared early in the planning process so that data collected can be used in all planning and preliminary design work.

a. Scale: The scale shall be as large as possible to allow for as much detail as possible. For the planned approximately 300-500 acre sites, a scale of 1" – 100' is anticipated.

b. The following items and information must be shown on the map:

- Acreage of site
- Boundaries of existing riparian buffers
- Boundary lines of adjacent property parcels where they intersect with the project site. These lines should be shown to the extent that they provide information regarding density of surrounding lands, points of change in use of adjacent properties, and points of access to the site.
- Circulation patterns (existing access roads, service drives, parking trails, paths, ramps, and bridges)
- Drainage structures (swales, detention/retention basins, bio-retention, bayous, drains)
- Existing uses of surrounding property (e.g. single family residential, multi-family residential, commercial, industrial, undeveloped natural areas)
- Existing structures and facilities, including utility installations and storm water facilities
- Flood plains (delineate floodway and 100-year flood level)
- General location and type of easements, right-of-ways, and deed restrictions on the site
- Graphic scale, north arrow, date, legend
- Name of owner
- Natural and man-made barriers
- Site boundaries with metes and bounds
- Site control structures (fences, gates)
- Site zoning and zoning of surrounding properties
- Topography (one foot contours, or spot elevations indicating land character and grade changes)
- Vegetation (existing trees and forested areas)
- Water features (bayous, coulees, rivers, ponds, lakes)
- Wetlands (identify any on or immediately adjacent to site)
- Other site features that may impact or be impacted by the use and development of the site

2. Master Site Plan. A drawing of the site must be prepared reflecting the proposed final long-term full development of the site. Building on the

foundation of the topographical survey, add the following information to the final master site plan:

- a. One color-drawing of the master site plan
 - b. The scale of the master site plan shall be the same as the topographic base map
 - c. All housing and community features, uses and structures proposed for the site must be drawn to scale and identified by name and/or description and shown in their exact proposed location. (This must include all existing features, uses and structures that are to remain on the site as part of the planned use and development of the resettlement community).
 - d. All roadways, driveways, trails and walkways must be clearly identified and stating the type of proposed surfacing.
 - e. The following additional items with descriptive information, including notations and legends, must be shown on the master site plan:
 - All proposed uses, facilities and structures including utilities and storm water structures for the site
 - Boundaries of riparian buffers
 - Circulation patterns (proposed access roads, service drives, parking, trails, ramps, paths, and bridges) with an indication for those in ADA compliance
 - Vegetation (proposed trees, meadows, landscaped plants)
3. Preliminary Designs. A complete set of preliminary design for the resettlement site shall be prepared to 35% completion for site civil works improvements and 15% completion for architectural structures and amenities.

(N) FINAL PRODUCTS

1. Final Report
This shall be a written and bound report that includes and is organized with each section clearly labeled in the manner specified in Section L of **Attachment I, Scope of Services**. Ten (10) bound copies and one (1) electronic PDF copy shall be provided to OCD-DRU.

2. Site Development Drawings.

The drawings shall be provided in a 36" x 48" size format. Ten (10) bound sets of the site development drawings (preliminary design) and four (4) AutoCAD digital format discs/USB drives shall be provided.

II. On-Island Programs Related to Post-Resettlement Matters

The following will serve as a general outline of the scope of planning services currently anticipated for the remaining structures and properties on the Island of Isle de Jean Charles after the resettlement site has been secured and in conjunction with the relocation of the Island's residents.

(A) *ISLE DE JEAN CHARLES POST RESETTLEMENT ANALYSIS*

The purpose of this analysis is to determine the highest and best use of the former home sites, housing units, and open spaces that remain once the resettlement effort is completed. There is a possibility that not all occupied housing structures on the Island will be resettled, therefore; OCD-DRU believes it prudent to develop a plan of use for the vacant properties. The plan of use should have the least negative impact to the remaining residents, non-primary housing units, and/or businesses that have not for various reasons resettled off the Island.

1. Provide a description and prioritization of the identified uses of the unoccupied properties as identified by previous planning work, the public participation process, etc.
2. List the demolitions, historical markers, protective access control structures, signage, etc. proposed to be implemented on the Island and as included on the post-resettlement master site plan drawing.
3. List the recreation, conservation, Native American culture, and public uses to be implemented on the Island. Describe the proposed use of the Island's post-resettlement properties, such as:
 - Camping use for former residents
 - Wildlife viewing
 - Native American ceremony uses
 - Historical markers and/or m/Memorials
 - Educational uses
 - Night sky viewing
 - Environmental education
 - Access to cemetery

4. Describe proposed preservation of existing sites, ownership models, legal considerations, types of conservation and use easements, and structures noted for removal, etc.

(B) ISLE DE JEAN CHARLES POST RESETTLEMENT PRELIMINARY DESIGN PROCESS

1. Develop preliminary alternative sketch drawings for land re-uses, taking into consideration demolitions, improvements, signage, Native American cultural sites, identified environmental hazards, etc.
2. Perform technical and environmental services (surveys, geotechnical, wetlands, etc.), as required to collect data for the design process.
3. Evaluate the preliminary alternatives.
4. Prepare a written evaluation for each alternative, highlighting both positive and negative points. Through stakeholder discussions and public participation, determine which solution or combination of ideas from the alternatives offers the best design solution. Consideration must be given not only to what facilities and use the stakeholders' desire, but also to site limitations; applicable laws and regulations; the need to balance habitat protection with housing and open space needs; and accepted best design standards and practices. Determine whether use of alternative or non-conventional design and materials can reduce the impact of the proposed improvements on the environment and reduce the use of natural resources. Particular emphasis should be placed on anticipated lifecycle costs and maintenance needs of each proposed alternative.
5. Prepare a final draft of the post-resettlement Isle de Jean Charles master site plan.
6. Upon approval from OCD-DRU, the Master Planning Contractor shall present at a public meeting for final comment the final draft of the master site plan. The final draft version must be to scale with graphic renderings of the final design layouts. All proposed facilities, support facilities, required off-site utility improvements, along with site information noted in Section C, Site Information and Analysis of the Selected Site, item 1 of this section, are to be shown on the final master site plan in proper orientation, size and shape. Upon approval by appropriate local planning agencies (Terrebonne

Parish), the Contractor will be authorized to prepare the final product as outlined in Section F, Final Products, of **Attachment I, Scope of Services**.

7. Based upon the approved post resettlement Isle de Jean Charles master site plan, preliminary design plans and technical outline specifications shall both be developed to a 15% completion stage.
8. Using the preliminary design plans (15%) and following the CSI format, technical outline specifications shall be developed for identified work elements.

(C) POST-RESETTLEMENT ISLE DE JEAN CHARLES COST ESTIMATE

Provide a detailed cost estimate for identified work elements. The cost estimate should include, but not be limited to: architectural, engineering, asbestos testing, construction and material costs; project administrative costs; and a contingency of at least 10% of the work elements' costs.

(D) POST-RESETTLEMENT ISLE DE JEAN CHARLES MASTER SITE PLAN REPORT AND FORMAT

All aspects of the planning process and the final post-resettlement Isle de Jean Charles master site plan document (i.e. all work elements set forth in Sections A through C, II, On-Island Related to Post-Resettlement Matters, of Attachment I, Scope of Services) are to be presented in a final report in narrative form to include the following items organized as follows:

1. Executive Summary: A brief executive summary setting forth key aspects of the post-resettlement planning process and the final plan.
2. Background Information and Data: Summary of background information and data (work element A).
3. Design Considerations: Summary of important design considerations (work element B).
4. Cost Estimates: Itemization with details of cost estimates (work element C).

5. Other Items: Discussion of other considerations and recommendations regarding use and activities envisioned on Isle de Jean Charles after all NDRC supported resettlements have occurred.

(E) POST-RESETTLEMENT ISLE DE JEAN CHARLES IMPROVEMENTS MASTER SITE PLANS AND PRELIMINARY DESIGNS

1. Master Site Plans. A drawing of the site must be prepared reflecting the final post resettlement plans for the current Isle de Jean Charles. The following information is to be included on the final post resettlement Isle de Jean Charles master site plan:
 - a. One color drawing of the post resettlement IDJC master Site Plan.
 - b. The scale of the post resettlement IDJC master site plan shall be 1"=100'.
 - c. All planned demolitions, improvements, Native American cultural sites, signage, historical markers, educational areas, etc. are to be drawn to scale and identified by name and/or description. The plan shall also include existing features, uses, and structures to remain.
 - d. The following additional items and information must be shown on the post resettlement IDJC master site plan:
 - All uses, facilities, and structures; both existing and proposed
 - Notations and legends necessary to fully explain the type and location of any existing or proposed use, feature, facility or structure, etc.
2. Preliminary Designs. A complete set of preliminary designs for the post resettlement Isle de Jean Charles site shall be prepared to 15% completion.

(F) POST-RESETTLEMENT ISLE DE JEAN CHARLES FINAL PRODUCTS

1. Final Report. This shall be a written and bound report that includes and is organized with each section clearly labeled in the manner specified in Section II. On-Island Programs Related to Post-Resettlement Matters, part D above, Post Resettlement Isle de Jean Charles Master Site Plan Report and Format, of **Attachment I, Scope of Services**. Ten (10) bound copies and one (1) electronic PDF copy shall be provided to OCD-DRU.

2. Site Development Drawings. The drawings shall be provided in a 36" x 48" size format. Ten (10) bound sets of the site development drawings (preliminary design) and four (4) AutoCAD format digital format discs/USB drives shall be provided.

ATTACHMENT II: RATE SCHEDULE

	<u>Hourly Rate</u>
1. Principal Program Manager	\$ 241
2. Project Manager	\$ 190
3. Assistant Project Manager	\$ 115
4. Project Control Specialist	\$ 143
5. Project Planning Director	\$ 225
6. Senior Planner	\$ 190
7. Associate Planner	\$ 130
8. Associate Junior Planner	\$ 105
9. Planning Technician	\$ 60
10. Planning Assistant	\$ 50
11. GIS Specialist	\$ 86
12. Senior Architect	\$ 150
13. Mid-level Architect	\$ 110
14. Entry-level Architect	\$ 100
15. Senior Engineer	\$ 90
16. Mid-level Engineer	\$ 140
17. Entry-level Engineer	\$ 110
18. Senior CADD Technician	\$ 95
19. CADD Technician	\$ 70
20. Native American Culture Specialist	\$ 113
21. Construction Cost Estimator	\$ 110
22. Housing Finance Advisor	\$ 250
23. Administrative Assistant	\$ 40
24. Clerical	\$ 60
25. Wetlands Specialist	\$ 130
26. Geotechnical Engineer	\$ 157
27. Geotechnical Drilling Rig and Crew	\$ 290
28. Public Health Specialist	\$ 128
29. Surveyor, PLS	\$ 183
30. Survey Crew - 3 Man	\$ 160
31. Survey Crew - 2 Man	\$ 140
32. Asbestos Technician	\$ 117
33. Environmental Scientist	\$ 117
34. Social Scientist	\$ 115

35. Archaeologist

\$ 109

All personnel billed must meet the requirements listed in their respective job classification description provided on the following pages.

JOB CLASSIFICATIONS

(Minimum Requirements)

NOTE: For all job classifications, a Master's Degree shall be equivalent to two (2) years of experience. A Doctoral Degree shall be equivalent to four (4) years of experience.

Principal Program Manager:

Education:	Bachelor's degree in an architecture, engineering, planning, business, technical, or other related discipline.
Experience:	Ten (10) years of experience leading major programs, projects, or business units.
Responsibilities Include:	Providing overall contractual administration and broad oversight and direction for Master Planning Contractor services related to the Isle de Jean Charles master planning effort.
Knowledge of And Skills in:	Management and supervision, effective leadership, oral and written communication, and management of multiple tasks.
Examples of Work:	Provides oversight of all program activities including program system development and internal system development. Provides guidance and supervises Project Managers. Manages work performance to ensure that services are being provided efficiently and effectively and takes corrective action as necessary. Approves hiring of staff and subcontractors. Communicates with subcontractors, OCD-DRU personnel, staff, and other interested parties regarding all aspects of program operations. Makes effective presentations as required.

Project Manager:

Education:	Bachelor's degree in an architecture, engineering, planning, business, technical, or other related discipline.
Experience:	Five (5) years of experience leading major programs or projects.
Responsibilities Include:	Provide day-to-day direction, guidance, and decision making operations involving Master Planning Contractor services.
Knowledge of And Skills in:	Management and supervision, effective leadership, problem solving, oral and written communication, evaluation of project effectiveness, and management of multiple tasks.
Examples of Work:	Plans, directs, and coordinates daily project activities to ensure project goals and objectives are accomplished. Establishes work plan and staffing for each phase of the project. Confers with the project staff to outline the work plan and to assign duties, responsibilities, and authorities. Prepares project reports for funding agency and management. Plans, reviews, and evaluates the work of subordinate professional and operational staff. Reviews and evaluates project and service delivery. Develops systems and maintains records that provide for the proper evaluation, control, and documentation of all project activities. Makes recommendations for hiring staff and subcontractors. Provides explanations, clarifications, and other communications with subcontractors, OCD-DRU personnel, staff, and other interested parties regarding all aspects of program operations.

Assistant Project Manager:

Education:	Bachelor's degree in an architecture, engineering, planning, business, technical, or other related discipline or equivalent work related experience.
Experience:	Three (3) years of experience with major programs or projects.
Responsibilities Include:	Assist Project manager in providing day-to-day direction, guidance, and decision making operations involving Master Planning Contractor services.
Knowledge of And Skills in:	Management and supervision, effective leadership, problem solving, oral and written communication, evaluation of project effectiveness, and management of multiple tasks.
Examples of Work:	Assists Project Manager in the planning, directing, and coordination of daily project activities to ensure project goals and objectives are accomplished. Establishes work plan and staffing for each phase of the project. Confers with the project staff to outline the work plan and to assign duties, responsibilities, and authorities. Prepares project reports for funding agency and management. Plans, reviews, and evaluates the work of subordinate professional and operational staff. Reviews and evaluates project and service delivery. Develops systems and maintains records that provide for the proper evaluation, control, and documentation of all program activities. Makes recommendations for hiring staff. Provides explanations, clarifications, and other communications with Grantees, subrecipients, contractors, funding agency staff, and other interested parties regarding all aspects of program operations.

Project Control Specialist:

Education:	Bachelor's degree in an architecture, engineering, planning, business, technical, or other related discipline or equivalent work related experience.
Experience:	Two (2) years of experience in providing project control and project management support. Services include the design and implementation of project control systems to provide tracking and variance analysis.
Responsibilities Include:	Forecasting and tracking total project reporting as it relates to scope, budget, schedules, document controls, procurement, subcontracting, property management, and contract resource management.
Knowledge of And Skills in:	Architectural, engineering and construction projects at detailed level, project management functions, and project control software.
Examples of Work:	Provides support to Program Managers and Project Managers and coordinates cost and scheduling activities with various groups. Assists in developing plans including budgets and schedules to meet contractual and project goals and objectives. Assists in developing financial controls, procedures, systems, and forecasting techniques to evaluate project status and ensure compliance with funding agency expectations. Evaluates current project control systems and recommends changes as necessary.

Project Planning Director:

Education:	Master's degree in urban, regional, and/or rural planning, public administration or a related field; or Bachelor's degree in an architecture, engineering, planning, business, resilience, technical, or other related discipline with work related experience in professional planning.
Experience:	Eight (8) years of progressively responsible planning experience. Generally, four (4) years of experience must be in a supervisory capacity. AICP, CFM and/or other applicable certifications are preferred.
Responsibilities Include:	Responsibilities include developing organization-wide or department-wide goals, objectives, policies and procedures, overseeing a number of large projects or a project of substantial scope and complexity, coordination between senior management and regional/local officials, evaluation of planning-related legislation and applicability to department projects, development of organization operations budget, evaluation of proposals, and may supervise others.
Knowledge of and Skills in:	Theory, principles and techniques of the planning profession and development process, knowledge of federal, state and local laws, ordinances and codes pertaining to a wide variety of planning topics, knowledge of principles of personnel management, including supervision, training and performance evaluation, knowledge of the methods and techniques of research and analysis, and knowledge of the principles of budgeting and finance.
Examples of Work:	Directs planning initiatives and reports to Project Manager. Prepares and presents planning reports and projects. Coordinates with elected/appointed officials or other decision-makers.

Senior Planner:

Education:	Master's degree in urban, regional, and/or rural planning, public administration, public policy or a related field; or Bachelor's degree in an architecture, engineering, planning, business, technical, resilience or other related discipline with work related experience in professional planning.
Experience:	Four (4) years of experience in professional planning.
Responsibilities Include:	Manages complex planning studies, development applications and reviews Master Planning Contractor proposals. Reviews and processes complex comprehensive plan amendments, re-zonings, annexations, site plans, plats. Develops project budgets, administers bidding process, and verifies contract expenditures and compliance. Conducts research and prepares statistical reports on land use, physical, social & economic issues. Provides professional planning assistance to member communities on varied land use projects. Develops transportation plans, studies and analyses on regional basis. Works in regional program areas relating to natural/water resources planning, community development, hazard mitigation, coastal zone management and others, coordinates with staff, planning & zoning board, and council, and may supervise others.
Knowledge of and Skills in:	Well-developed knowledge of one or more planning disciplines, such as urban design, affordable housing, economic development or land use. Knowledge and experience in construction processes. Knowledge of principles, methodology, practices of research and data collection.
Examples of Work:	Directs planning initiatives and reports to Project Planning Director. Prepares and presents planning reports and projects. Coordinates with elected/appointed officials or other decision-makers.

Associate Planner:

Education:	Bachelor's degree in planning, public administration, public policy, architecture, engineering, business, technical, or a related field.
Experience:	Four (4) years of professional planning experience. A master's degree and a minimum of two (2) years of experience in the planning profession is also acceptable.
Responsibilities Include:	Interprets and applies applicable state, county and local codes, ordinances and regulations. Initiates actions necessary to correct deficiencies or violations of regulations. Assists with updates and maintenance of master plan and land development regulations. Conducts review of various development applications including plats, permits, site plans, variance requests and re-zonings. Conducts extensive research in specific or general project areas. Identifies community problems, issues, and opportunities in particular neighborhoods that could be mitigated through better community planning. Develops long range plans for communities with common developmental issues. Develops strategies to promote economic and community development or efficient land use consistent with community goals. Evaluates adequacy of community facilities in meeting current and projected needs. Recommends priorities, schedules, and funding sources to implement public improvements plan. Writes, or assists in writing, a variety of ordinances and regulations relating to development controls.
Knowledge of and Skills in:	Planning principles and practices. One or more planning specializations, such as economic development, transportation planning, or environmental planning. Principles, methodology, practices of research and data collection, community remediation and redevelopment, and knowledge of relevant federal programs.
Examples of Work:	Writes and presents formal and technical reports, working papers, and correspondence, reviews plans and applies provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions, and presents research findings to various boards and committees.

Associate Junior Planner:

Education:	Bachelor's degree in planning, public administration, public policy, architecture, engineering, business, technical, or related area of study.
Experience:	Entry level position.
Responsibilities Include:	Develops planning studies and reports in support of new and updated plans, programs and regulations. Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations. Prepares and presents detailed reports on development proposals to government bodies. Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates. Evaluates or assists in the evaluation of re-zonings, ordinance amendments, site plans, special use permits, variances and other proposals others.
Knowledge of and Skills in:	Principles and practices of planning, principles and practices of research and data collection, and review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
Examples of Work:	Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood plans. Coordinates community review of public and private development projects. Provides information to the public regarding development regulations. Assists in resolving citizen and customer issues. Conducts field evaluations and assessments.

Planning Technician:

Education:	Associate's degree in planning, public administration, public policy, architecture, engineering, construction management, business, technical, social sciences or related field or equivalent work related experience.
Experience:	Two (2) years of experience in plans review, zoning administration, building code issuance.
Responsibilities Include:	Provides technical assistance and information to staff and the public in the administration of specific planning programs areas or ordinances. Reviews building plans and zoning permit applications to assure compliance with requirements such as use, bulk, placement, and parking ratios. Prepares narrative staff reports and recommendations of limited complexity, such as special use permits and variances. Researches and compiles information on a variety of planning issues from multiple sources. Prepares public notices or property owner verifications. Prepares maps, charts, tables of limited complexity. Investigates violations of planning regulations and ordinances, including site visits.
Knowledge of and Skills in:	Planning principles and practices, including pertinent specialties, and principles and practices of research and data collection.
Examples of Work:	Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.

Planning Assistant:

Education:	High school diploma or its equivalent.
Experience:	Entry level position.
Responsibilities Include:	Provides support to a team of community planners. Assists staff in collecting and preparing data for various planning projects. Manages a full meeting calendar, creates and mails committee meeting packages. Conducts field work, collects parcel data and searches land records. Prepares maps and planning reports of limited or variable complexity. Produces sketches and renderings of limited or variable complexity.
Knowledge of and Skills in:	Basic understanding of planning principles, Specific knowledge relating to pertinent specialty, such as affordable housing, transportation, or land use.

Examples of Work:	Researches funding sources and writes grant proposals, Conducts basic office functions as needed, such as data entry, file management, and customer service.
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GIS Specialist:

Education:	Bachelor's degree in geography, geology, engineering, planning, mathematics, government, computer science, or related field or equivalent work related experience.
Experience:	Three (3) years progressive experience using GIS technology and/or information management technology in a geographic-based enterprise.
Responsibilities Include:	Providing stable, reliable, and superior quality mapping and map-based reports and supporting GIS operations.
Knowledge of And Skills in:	GIS mapping applications.
Examples of Work:	Develops project maps showing existing conditions and proposed improvements. Develops target area maps for applications. Develops project location maps and other mapping products as necessary.

Senior Architect:

Education:	Bachelor's degree in architecture.
Experience:	Fifteen (15) years of experience in managing architectural design staff, technical resources, and new business efforts. Requires licensure as a professional architect.
Responsibilities Include:	Working directly with clients and project managers in establishing architectural design approaches, conceptual layouts, and building systems.
Knowledge of And Skills in:	Managing the preparation of construction drawings and specifications, resolving technical issues and conflicts, providing review and quality assurance, and interpreting building codes and standards. Knowledge of and experience working with LEED or other applicable certifications/programs is preferred.
Examples of Work:	Supervises professional, technical, and support staff. Participates in review of applications. Conducts reviews of plans, specifications, and cost estimates for compliance with the approved application, environmental clearances, and required Contract documents. Reviews proposed architectural fees for basic services and additional services. Provides

	architectural and construction expertise to OCD-DRU and management. Conducts reviews and makes recommendations regarding proposed construction change orders. Develops preliminary construction cost estimates. Conducts cursory construction observation as requested by OCD-DRU.
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Mid-level Architect:

Education:	Bachelor's degree in architecture.
Experience:	Five (5) to fifteen (15) years of experience in managing architectural design staff, technical resources, and new business efforts. Requires licensure as a professional architect.
Responsibilities Include:	Under the direction of a Senior Architect, responsibilities include working directly with clients and project managers in establishing architectural design approaches, conceptual layouts, and building systems.
Knowledge of And Skills in:	Managing the preparation of construction drawings and specifications, resolving technical issues and conflicts, providing review and quality assurance, and interpreting building codes and standards.
Examples of Work:	Supervises professional, technical, and support staff. Participates in review of applications. Conducts reviews of plans, specifications, and cost estimates for compliance with the approved application, environmental clearances, and required contract documents. Reviews proposed architectural fees for basic services and additional services. Provides architectural and construction expertise to OCD-DRU and management. Conducts reviews and makes recommendations regarding proposed construction change orders. Develops preliminary construction cost estimates. Conducts cursory construction observation as requested by OCD-DRU.

Entry-level Architect:

Education:	Bachelor's degree in architecture.
Experience:	Entry level position. Zero (0) to five (5) years of experience in assisting project architects in planning, designing, and preparing related working drawings and details.
Responsibilities Include:	Under the supervision of a Senior Architect or Mid-Level Architect, responsibilities include assisting in the development of solutions to detailed building design problems, preparing design alternatives, and the selection of best approach.

Knowledge of And Skills in:	Preparing construction drawings and specifications, resolving technical issues, providing review and quality assurance, and interpreting building codes and standards.
Examples of Work:	Participates in review of applications. Assists in the review of plans and specifications for compliance with the approved application, environmental clearances, and required Contract documents. Conducts cursory construction observation as requested by OCD-DRU.

Senior Engineer:

Education:	Bachelor's degree in an engineering discipline.
Experience:	Ten (10) years of experience in a research or design capacity having the technical responsibility for interpreting, organizing, executing, budgeting, and coordinating complex assignments. Requires Professional Engineer (PE) registration.
Responsibilities Include:	Scope definition, overseeing a number of large and important projects or a project of major scope and complexity, and may supervise others.
Knowledge of And Skills in:	Engineering design theories, construction practices, surveying principles, project management, engineering review of plans and specifications, principles of Contract administration, professional services procurement, and the State Public Bid Law, http://www.legis.la.gov/Legis/law.aspx?d=94916 . Knowledge and skills in renewable and alternative energy sources, green infrastructure and other best practices in water management and resilience is preferred.
Examples of Work:	Supervises professional, technical, and support staff. Participates in review of applications. Conducts reviews of plans, specifications, and cost estimates for compliance with the approved application, environmental clearances, and required Contract documents. Reviews proposed engineering fees for basic services and additional services. Provides engineering and construction expertise to OCD-DRU and management. Conducts reviews and makes recommendations regarding proposed construction change orders. Develops preliminary construction cost estimates. Conducts cursory construction observation as requested by OCD-DRU.

Mid-level Engineer:

Education:	Bachelor's degree in an engineering discipline.
Experience:	Five (5) to ten (10) years of experience in a research or design capacity and is fully competent in organizing and coordinating routine and complex assignments. Requires Professional Engineer (PE) registration.
Responsibilities Include:	Under the direction of a Senior Engineer, responsibilities include scope definition, overseeing a number of large projects or a project of substantial scope and complexity, and may supervise others.
Knowledge of And Skills in:	Engineering design theories, construction practices, surveying principles, project management, engineering review of plans and specifications, principles of contract administration, professional services procurement, and the State Public Bid Law.
Examples of Work:	Supervises professional, technical, and support staff. Participates in review of applications. Conducts reviews of plans and specifications for compliance with the approved application, environmental clearances, and required Contract documents. Reviews proposed engineering fees for basic services and additional services. Provides engineering and construction expertise to OCD-DRU and management. Conducts reviews and makes recommendations regarding proposed construction change orders. Develops preliminary construction cost estimates. Conducts cursory construction observation as requested by OCD-DRU.

Entry Level Engineer:

Education:	Bachelor's degree in an engineering discipline.
Experience:	Entry level position. Zero (0) to Five (5) years of experience on assignments requiring limited knowledge of principles and techniques. Position requires certification as an Engineer Intern (EI).
Responsibilities Include:	Under the supervision of a Senior Engineer or Mid-Level Engineer, responsibilities include tasks involving conventional and straightforward engineering plans, investigations, surveys, structures, or equipment with relatively few complex features for which precedent exist.
Knowledge of And Skills in:	Engineering design theories, construction practices, surveying principles, project management, engineering review of plans and specifications, principles of contract administration, professional services procurement, and the State Public Bid Law.
Examples of Work:	Participates in review of applications. Assists in the review of plans and specifications for compliance with the approved application, environmental clearances, and required Contract documents. Performs construction observation activities.

Senior CADD Technician:

Education:	Associate's degree in Computer Aided Drafting and Design, Applied Science or related field or equivalent work related experience.
Experience:	Five (5) years of experience in providing extensive and complex CADD systems support to architects, engineers, and/or planners.
Responsibilities Include:	Ensuring overall quality assurance as it relates to completing and adhering to CADD operations and standards, ensuring that CADD software and hardware is operational and efficient and overseeing all CADD needs on assigned projects, and may supervise others.
Knowledge of And Skills in:	AutoDesk Map and/or AutoCAD systems and applications design and operations, basic hardware and network structure and configuration methods, principles of civil/mechanical/electrical/architectural drafting, GIS concepts and processes, and GPS equipment and software.
Examples of Work:	Generates maps, plats, site plans, etc. as required. Provides project status information to architects, engineers, Assistant Project Managers, and Project Managers and Program Managers. Reviews the accuracy and completeness of data capture work.

CADD Technician:

Education:	Associate's degree in Computer Aided Drafting and Design, Applied Science or related field or equivalent work related experience.
Experience:	One (1) year of experience in providing extensive and complex CADD systems support to architects and engineers. Additional education may substitute for experience.
Responsibilities Include:	Ensuring overall quality assurance as it relates to completing and adhering to CADD operations and standards, ensuring that CADD software and hardware is operational and efficient and overseeing all CADD needs on assigned projects.
Knowledge of And Skills in:	AutoDesk Map and/or AutoCAD systems and applications design and operations, basic hardware and network structure and configuration methods, principles of civil/mechanical/electrical/architectural drafting, GIS concepts and processes, and GPS equipment and software.
Examples of Work:	Generates maps, plats, site plans, etc. as required. Provides project status information to architects, engineers, Assistant Project Managers, and Project Managers, and Program Managers Reviews the accuracy and completeness of data capture work.

Native American Culture Specialist:

Education:	High school diploma or its equivalent.
Experience:	Minimum three (3) years of professional experience in, and knowledge of, Native American historic preservation/cultural resource management issues.
Responsibilities Include:	Addressing issues affecting Native American tribes and other Native Americans. Conducting research to assist in developing policy, program and project review recommendations. Assisting in preparing training and outreach materials and providing logistical support. Following up on recommendations, ongoing communication, and subsequent dissemination of information to appropriate Native American tribes, other Native Americans, intertribal organizations, and State Historic Preservation Offices.
Knowledge of And Skills in:	National Historic Preservation Act (NHPA) and other federal laws and regulations, executive orders, and environmental laws impacting Native American issues, national historic preservation programs and the roles of the federal, Native American tribal, Native American, state, and local governments, private organizations and the public in the overall program. Experience in addressing cultural resource issues of Native American tribes.
Examples of Work:	Research and coordination to ensure Native American culture is respected.

Construction Cost Estimator:

Education:	Bachelor's degree in a technical or business discipline or equivalent work related experience.
Experience:	Five (5) years of experience in developing cost estimates, cost alternatives, and cost comparisons for major projects.
Responsibilities Include:	Compiling and analyzing data on all factors that can influence costs, such as materials, labor, location, duration of projects, and special equipment requirements.
Knowledge of And Skills in:	Principles of accounting/finance to analyze financial information and prepare financial reports.
Examples of Work:	Performs take-off estimates of material and labor from bid documents, obtains material pricing from vendors and other sources, attends pre-bid walk through meetings and scope development meetings, participates in the review of bid tabulation and analysis, and works with the project team to identify all components of the project as well as make adjustments and updates in total project cost at different intervals of the project.

Housing Finance Advisor:

Education:	Bachelor's degree in a business, financial, technical, or related field.
Experience:	Five (5) to ten (10) years of experience in financial structuring of multifamily housing, particularly including affordable housing.
Responsibilities Include:	Analyzing and arranging proposed financing to best ensure the long-term success of the proposed development, with appropriate balancing of risk and return for stakeholders.
Knowledge of and Skills in:	Multifamily financing approaches; affordable housing public policy (key issues, standards, current programs and practices); multifamily underwriting and asset management; affordable housing structures and requirements; federal programs and their requirements (including entitlement programs, tax credits, and Federal Housing Authority (FHA) financing); housing market analysis, negotiation.
Examples of Work:	Government-side advisory services related to housing finance; transactional underwriting for complex, multi-source, multifaceted transactions; design and implementation of program requirements for Notice of Funding Availability (NOFA) or funding mechanisms; portfolio-level asset management of affordable housing.

Administrative Assistant:

Education:	High school diploma or its equivalent.
Experience:	Five (5) years of experience in performing routine office administration and secretarial services. Additional education may substitute for experience.
Responsibilities Include:	Providing routine office functions and support services for management and staff.
Knowledge of And Skills in:	Standard office procedures, basic computer operations, and office equipment operation.
Examples of Work:	Prepares and processes various types of correspondence, forms, faxes and reports. Makes copies of documents and organizes and files documents. Answers and forwards incoming calls. Handles all outgoing and incoming mail responsibilities. Compiles and maintains records of office activities. Tabulates and posts data in record books or computers. Operates office machines and computer terminal to input and retrieve data.

Clerical:

Education:	High school diploma or its equivalent.
Experience:	Entry level position. Zero (0) to Five (5) years of experience in performing routine office administration and secretarial services. Additional education may substitute for experience.
Responsibilities Include:	Providing routine office functions and support services for management and staff.
Knowledge of And Skills in:	Standard office procedures, basic computer operations, and office equipment operation.
Examples of Work:	Prepares and processes various types of correspondence, forms, faxes and reports. Makes copies of documents and organizes and files documents. Answers and forwards incoming calls. Handles all outgoing and incoming mail responsibilities. Compiles and maintains records of office activities. Tabulates and posts data in record books or computers. Operates office machines and computer terminal to input and retrieve data.

Wetlands Specialist:

Education:	Bachelor's degree in ecology or a related field.
Experience:	Two (2) years of experience in wetland delineation, 404 permitting and with surveys for federally listed species. Experience as a wetland consultant with the United States Army Corps of Engineers (USACE) and as a qualified biologist with the United States Fish and Wildlife Services (USFWS).
Responsibilities Include:	Identifying and delineating wetlands following the standard Corps of Engineers procedures. Prepare wetland delineation maps and ability to overlay wetland boundaries within Computer Aided Design Drawings (CAD DWGs). Prepare wetland functional assessments to determine quality and mitigation ratios. Preparing studies and technical reports. Preparing 404 permit applications and coordinate with reviewing agencies. Perform threatened/endangered species surveys for listed species and associated habitats. Participating in the preparation of environmental impact statements (EIS) and assessments (EA). Managing projects and staff. Establishing and tracking project milestones and business goals. Coordinate with relevant parties to keep them apprised of project status, changes in conditions or other key points of information.

<p>Knowledge of and Skills in:</p>	<p>General biology with emphasis in botany, dendrology and taxonomy. Ability to identify hydric soil indicators and wetland hydrology indicators. Record a soil profile to minimum depth of 18". Ability to complete a Wetland Delineation Data Form. Ability to collect field GPS data and create maps. Understanding of watershed dynamics and hydrology. Develop and execute an efficient plan for wetland restoration or enhancement or for establishing changes in wetlands/uplands/transition zones. Identify plants, fish, and wildlife species. Knowledge of current State and federally listed regulations related to protected species. Identify the physical boundaries of a watershed on topographic maps and in the field. Identify and delineate a wetland. Differentiate between a jurisdictional and a non-jurisdictional wetland and wetland (Army Corps of Engineers/Environmental Protection Agency Section 404) other non-wetland Waters of the US (ACOE/EPA Section 10) under current regulations and guidance. Prepare an Environmental Assessment document. Prepare the natural and water resources sections of an Environmental Impact Statement (EIS).</p>
<p>Examples of Work:</p>	<p>Flagging/GPS mapping of wetland boundaries and streams. Provide reports describing results of wetland delineations with maps depicting the location and acreage of delineated features. Surveys for federally listed species with reports. Preparing permit applications and coordinating with federal/state agencies. Assessment of wetland quality/function. Mitigation planning and cost analysis.</p>

Geotechnical Engineer:

Education:	Bachelor's degree in geotechnical or civil engineering.
Experience:	Five (5) years of experience in a research or design capacity and is fully competent in organizing and coordinating routine or complex assignments. Requires Professional Engineer (PE) registration.
Responsibilities Include:	Manage geotechnical and geological analyses, manage staff and supporting subcontractors and studies, conduct research, perform preliminary geological reconnaissance, geotechnical and geological studies, review testing results, develop design recommendations, and may supervise others.
Knowledge of and Skills in:	Familiarity with multiple aspects of geotechnical engineering including understanding and use of variety of field exploration techniques, pile design and pile testing, slope stability analysis, groundwater hydrology, understanding and use of various field instrumentation, and soil, concrete, and asphalt testing procedures and construction testing methodologies.
Examples of Work:	Manages geotechnical and geological analyses, manages staff and supporting subcontractors and studies, conducts research, performs preliminary geological reconnaissance, geotechnical and geological studies, reviews testing results, develops design recommendations, develops, manages, and/or performs field work for geotechnical and geological studies in accordance with various public agencies, and private clients, and critically review testing results, design recommendations, and documents detailing the studies/projects conducted.

Geotechnical Drilling Rig and Crew:

Crew:	One (1) Drilling Rig Operator and Two (2) Technicians.
Education:	High school diploma or its equivalent.
Experience:	Drilling Rig Operator: Five (5) years of experience in operating geotechnical drilling rig(s). Technicians: Entry Level Position.
Responsibilities Include:	Under the direction of geotechnical engineer, perform geological drilling and testing.
Knowledge of and Skills in:	Familiarity with drilling rig and geotechnical test procedures.
Examples of Work:	Utilizing engineering plans to determine proper drilling location. Set up and use of drilling equipment. Report of findings. Coordination with design team.
Equipment:	Geotechnical drilling rig shall be capable of drilling to a minimum depth of fifty (50') feet and obtaining the required sample(s).

Public Health Specialist:

Education:	Master's degree in public policy, public administration or public health.
Experience:	Five (5) years of experience working in a public health or public policy capacity, or related field.
Responsibilities Include:	Identifying public health needs both within the newly-established community as well as the surrounding area; working to develop opportunities to incorporate public health facilities within the newly-established community.
Knowledge of and Skills in:	Public health practices and procedures; Establishment and management of public health facilities; Grant writing.
Examples of Work:	Documentation and surveys of public health conditions of immediate area of newly-established community; development and execution of public health assessments.

Surveyor, PLS:

Education:	Bachelor's degree in civil engineering or surveying or equivalent work related experience.
Experience:	Five (5) years of experience in surveying. Requires Professional Land Surveyor (PLS) registration.
Responsibilities Include:	Scope definition, research, perform surveys, and may supervise others.
Knowledge of and Skills in:	Mechanical drawing instruments or survey computer programs. Nomenclature and symbols of drafting. Surveying instruments and equipment and their use and care. Principles and practices of land surveying. State law regarding the establishments of plats, property lines, and survey monuments.
Examples of Work:	Application of knowledge of land surveying to land surveying activities and techniques. Ability to make arithmetic computations accurately and record results legibly. Ability to do transit and level work, which may include application of total station instruments to survey projects. Ability to use surveying instruments. Ability to reduce and plot field notes to make computations required. Ability to make engineering sketches, maps and drawings. Ability to read and interpret engineering plans and specifications.

Survey Crew – 3 Person:

Crew:	One (1) Party Chief and Two (2) Technicians.
Education:	High school diploma or its equivalent.
Experience:	Party Chief: Five (5) years of experience in surveying. Technicians: Entry Level Position.
Responsibilities Include:	Perform surveys and field investigations at direction of engineer, architect, or surveyor, PLS.
Knowledge of and Skills in:	Operating various electronic surveying equipment, Surveying standards and practices.
Examples of Work:	Ability to do transit and level work, which may include application of total station instruments to survey projects. Ability to use surveying instruments. Ability to read and interpret engineering plans and specifications.

Equipment:	Fully equipped including vehicle, Robotic or GPS Instrument, Tripod, Prism Pole, Tape, etc.
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Survey Crew – 2 Person:

Crew:	One (1) Party Chief and One (1) Technician.
Education:	High school diploma or its equivalent.
Experience:	Party Chief: Five (5) years of experience in surveying. Technician: Entry Level Position.
Responsibilities Include:	Perform surveys and field investigations at direction of engineer, architect, or surveyor, PLS.
Knowledge of and Skills in:	Operating various electronic surveying equipment. Surveying standards and practices.
Examples of Work:	Ability to do transit and level work, which may include application of total station instruments to survey projects. Ability to use surveying instruments. Ability to read and interpret engineering plans and specifications.
Equipment:	Fully equipped including vehicle, Robotic or GPS Instrument, Tripod, Prism Pole, Tape, etc.

Asbestos Technician:

Education:	High school diploma or its equivalent.
Experience:	Three (3) years of experience as asbestos technician.
Responsibilities Include:	Performing asbestos-related field work, including inspections and abatement monitoring/oversight and air sampling. Indoor air quality (IAQ)/mold investigations and remediation oversight. Lead-paint inspections and abatement oversight.
Knowledge of And Skills in:	Calibrating and operating asbestos diagnostic equipment and interprets results of lab analysis data. Performing asbestos remediation air monitoring and contractor supervisor oversight of asbestos remediation projects. Compiling air-monitoring materials to include field notes, instrument readings, lab analysis, photographic documentation, and site drawings. Perform lab analysis of asbestos air samples by phase contrast microscopy (PCM).
Examples of Work:	Perform oversight, documentation, and air monitoring for asbestos, mold, and lead, remediation activities. Perform inspections/surveys for asbestos, mold (water intrusion), lead-paint, and other hazardous building materials.

Environmental Scientist:

Education:	Bachelor's degree in science or technology or equivalent work related experience.
Experience:	Three (3) years of experience in natural resources, environmental control or a related area.
Responsibilities Include:	Serves as a technical, scientific advisor; Provides or coordinates assistance and technical oversight in the development, interpretation and implementation of environmental protection, environmental mitigation, energy and natural resource policies; Review and analysis for avoidance, minimization, and mitigation of environmental impacts; Collection and analysis of scientific data; Performance of environmental, natural resource, energy and other scientific duties as required.
Knowledge of and Skills in:	Provides technical assistance. Evaluates permit, projects, authorizations, and certification applications to determine compliance with existing regulations, promote pollution prevention, resource extraction, remediation, reclamation, mitigation, and energy efficiency. Reviews plans and specifications for technical accuracy and compliance with federal and state laws and regulations. Develops environmental plans or projects for regulatory compliance. Conducts scientific studies, which may require environmental monitoring activities including collection, organization, evaluation, and interpretation of samples and data. Conducts remediation and reclamation investigations and reviews and monitors cleanup plans. Develops and writes new or revised program specific regulations, policies, and procedures.
Examples of Work:	Determines compliance with reclamation, remediation, mitigation, resource extraction and environmental control laws and regulations. Prepares reports, work plans, and technical documents.

Social Scientist:

Education:	Master's degree in behavioral science, social science, sociology, demographics, anthropology, or related disciplines or equivalent work related experience.
Experience:	Three (3) years of experience in the behavioral or social sciences.
Responsibilities Include:	Selecting the appropriate applied research methodology, supporting techniques, to meet defined business objectives; Assists in human subjects research compliance processes; Develops or assists in the development of research instruments; Ensures the successful execution of studies; Works with the project team to review the collected data, author reports, and make business-oriented recommendations.
Knowledge of and Skills in:	Selecting the most appropriate research methodology and techniques; Designing qualitative and quantitative research plans for products in all stages of the inquiry; Designing research questionnaires and conversation guides.
Examples of Work:	Communicating with clients to understand and document their objectives; Interpreting data, writing reports, and making actionable recommendations.

Archaeologist:

Education:	Bachelor's degree in archaeology, a field of anthropology, or related disciplines or equivalent work related experience.
Experience:	Three (3) years of experience in archaeology.
Responsibilities Include:	Recommends, develops and implements program goals and plans; Conducts archaeological excavations; Processes and analyzes artifacts; Relates archaeological findings to historical documentation; Records reports of archaeological sites; Reviews environmental impact statements and pre-project inquiries to determine impact of state (e.g., housing, transportation, construction, etc.) on cultural resources; Evaluates survey results to assess impact of various alignments on cultural resources; Maintains records, and prepares reports and correspondence related to the work.
Knowledge of and Skills in:	Methods of planning, developing, and administering programs; State and federal laws and legislative processes related to the work; Principles, practices, and techniques of archaeology; Methods of archaeological site restoration; Historical site research; Techniques of archaeological excavation and the processing and analysis of artifacts; Conducting archaeological research projects; Processing and analyzing artifacts and other archeological objects; Relating archaeological findings to historical facts.
Examples of Work:	Preparing research reports; Communicate effectively and speak before groups; Maintain records and conduct correspondence related to the work.

RECEIVED
OFFICE OF
COMMUNITY DEVELOPMENT
2018 AUG 28 PM 2:37
DISASTER RECOVERY UNIT

1st AMENDMENT TO:

PO# 2000309618
OCR # N/A
CFMS # N/A
AMENDMENT # 1
DUNS# 930873013

CONSULTING SERVICES CONTRACT

BY AND BETWEEN
STATE OF LOUISIANA, DIVISION OF ADMINISTRATION
OFFICE OF COMMUNITY DEVELOPMENT,
DISASTER RECOVERY UNIT

AND

CSRS, INC.

EFFECTIVE JULY 1, 2018

AMENDMENT PROVISIONS:

CHANGE AGREEMENT FROM:

Page 4:

3 COMPENSATIONS AND MAXIMUM AMOUNT OF CONTRACT

In consideration of the services required by this Contract, State hereby agrees to pay to Contractor a maximum fee of \$1,500,000 during the Contract period.

CHANGE AGREEMENT TO:

Page 4:

3 COMPENSATIONS AND MAXIMUM AMOUNT OF CONTRACT

In consideration of the services required by this Contract, State hereby agrees to pay to Contractor a maximum fee of \$2,000,000 during the Contract period.

ADD:

Page 18:

46 Prohibition of Discriminatory Boycotts of Israel

In accordance with Executive Order Number JBE 2018-15, effective May 22, 2018, for any contract for \$100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel.

The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the contract.

REASON FOR AMENDMENT:


Add funds to complete deliverables and add required clause..

(Balance of this page left blank intentionally.)

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

The Parties have executed on the date set forth next to their respective signatures below, but effective as of the date first above written.

OFFICE OF COMMUNITY DEVELOPMENT

By: 

Name: Patrick W. Forbes

Title: Executive Director

Date: 8.24.18

DIVISION OF ADMINISTRATION

By: 

Name: Desiree Honoré Thomas

Title: Assistant Commissioner, DOA

Date: 8/27/18

CONTRACTOR

By: 

Name: Principal Michael Saugy

Title: Principal

Date: 8/29/2018