

**AGENDA**  
**City of Monroe**

**LEGAL & REGULAR SESSION – MONDAY, DECEMBER 22, 2025, 5:00PM**  
**CITY COUNCIL CHAMBERS CITY HALL**

I: ROLL CALL AND DECLARE QUORUM:

II: INVOCATION & PLEDGE OF ALLEGIANCE – Mrs. Ezernack

III: PRELIMINARY AGENDA MATTERS:

1. Rules of the Day.

IV: APPROVE MINUTES OF THE LEGAL AND REGULAR SESSION OF DECEMBER 9, 2025:

V: RESOLUTIONS AND MINUTE ENTRIES:

1. Department of Administration:

(a) Consider three (3) Renewal Applications for a New 2026 Class A Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved.

(b) Consider four (4) Renewal Applications for a New 2026 Class B Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved.

(c) Adopt a Resolution accepting the bid of and awarding the contract to the Lemoine Company, LLC for the WPCC GOHSEP Statewide 5% Generators Initiative Project and further providing with respect thereto.

2. Mayor's Office:

(a) Adopt a Resolution authorizing a Cooperative Endeavor Agreement with Grow NELA to secure additional American Airlines Service from Dallas/Fort Worth International Airport.

3. Engineering Department:

(a) Adopt a Resolution accepting the work done by Diamond B. Construction company, LLC for the South Grand Street Improvements Project (State Project No. H.014347) as substantially complete and further providing with respect thereto.

(b) Adopt a Resolution accepting the South Grand Street Improvements Project (State Project No. H.014347) as complete and further providing with respect thereto.

(c) Adopt a Resolution accepting the Lee Avenue Street Improvements Project (State Project No. H.014348) as complete and further providing with respect thereto.

(d) Adopt a Resolution accepting the work done by Amethyst Construction, Inc. for the DeSiard St. Improvements (S. Grand St. to N. 6th St.) Phase II Project as substantially complete and further providing with respect thereto.

(e) Adopt a Resolution approving Amendment No. 1 to Professional Services Agreement with Architecture Associates, APC for the Monroe Transit System Facility Relocation Project.

(f) Adopt a Resolution approving Task Order No. 19 between the City of Monroe and CSRS, LLC for the Downtown Pedestrian Railroad Crossing Project.

(g) Adopt a Resolution accepting the Kansas Ln ext. (Old Sterl. – US165) Phase I (State Project No. H.007289) as complete and further providing with respect thereto.

VI: INTRODUCTION OF RESOLUTIONS & ORDINANCES:

Public Comment:

(a) Introduce an Ordinance declaring a 0.451 acre tract of land in the Garrett Road Economic Development area no longer necessary for public use, revoking any dedications, and authorizing said property to be sold at private sale to Remington Monroe Corporation and further providing with respect thereto.

(b) Introduce an Ordinance revoking any and all dedications within a 70' x 305.55' reserved strip located in the Garrett Road Economic Development area.

BREAK IF NEEDED:

VII: RESOLUTIONS AND ORDINANCES FOR SECOND READING AND FINAL ADOPTION AND SUBJECT TO PUBLIC HEARING:

Open Public Hearing/Public Comment/Close Hearing:

(a) Finally adopt an Ordinance amending Section 9-21 (Buildings) of the City of Monroe Code and further providing with respect thereto. (Adopts Codes of Technical Regulations by reference).

Open Public Hearing/Public Comment/Close Hearing:

(b) Finally adopt an Ordinance amending Section 9-25 (Buildings) of the City of Monroe Code and further providing with respect thereto.(fees)

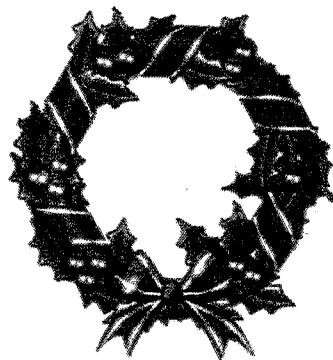
VIII: COMMUNICATIONS & SPECIAL ANNOUNCEMENTS:

1. Mr. Harvey
2. Mrs. Ezernack
3. Ms. Woods
4. Mr. Muhammad
5. Mr. McFarland

IX: CITIZENS PARTICIPATION:

X: ADJOURN.

**REMINDER: CITY COUNCIL MEETING**  
**5:00PM MONDAY DECEMBER 22, 2025**  
**CITY COUNCIL CHAMBERS CITY HALL DUE TO CHRISTMAS HOLIDAY**



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*Merry Christmas*

City Hall, Monroe, Louisiana  
December 9, 2025  
6:00 p.m.

There was a legal and regular session of the City Council of the City of Monroe, Louisiana held on this date at the Council's regular meeting place, the Council Chamber, City Hall Building, Monroe, Louisiana.

The Honorable Rodney McFarland I, Chairman called the meeting to order. He then asked the clerk to call roll.

There were present: Mr. Harvey, Mrs. Ezernack, Ms. Woods, Mr. McFarland, & Mr. Muhammad

There was absent: None.

Chairman McFarland announced that a quorum was present, and that the Invocation and the Pledge of Allegiance would lead by Mr. Harvey or his designee.

Mr. Harvey asked Mr. McFarland to led the Invocation and Pledge.

Rules of the Day: The Chairman welcomed everyone to the City Council meeting and outlined the rules: speakers on action items must use the podium to the right, have three minutes, and cannot return once finished. Citizens on the participation list may speak on any topic respectfully and orderly. Comments on agenda items must be germane to that item. The Chairman asked that order is kept in this chamber if not he will be asking the Marshal to escort you out. He will keep order in this Chamber, he asked that you follow the rules when someone is up speaking, do not interrupt and respect those as they come up to give their remarks.

Upon motion of Mr. Harvey, seconded by Mrs. Ezernack, the minutes of the Legal and Regular Session of November 25, 2025, were approved. Ms. Woods abstained. (No comments from the public.)

PRESENTATION: Grow Northeast Louisiana (GrowNELA)

Mr. Rob Cleveland, President and CEO came forward to give an update on GrowNELA, an economic development organization representing a 10-county area, anchored by Monroe, Louisiana. They are looking at new business Leads; new investments and some areas of interest are South Monroe Industrial Park and the Charleston Industrial Park. They are also looking at Pharmaceutical Manufacturing opportunities in Monroe. He further noted that the City has been well represented during meetings when questions concerning subject matters of interest were asked and departments answering the questions were ready without hesitation.

PROPOSED CONDEMNATIONS:

1. 403 N 25<sup>TH</sup> St. (D3) – Owner: Charles Gunn c/o Lavargne Gunn Ford. Photographic evidence was presented. Upon motion of Ms. Woods, seconded by Mr. Harvey and unanimously approved, the building was condemned, and the property owner given 30 days to bring the structure into compliance with the Code or demolish the structure. (There were no public comments)

Mr. James, Code Enforcement Officer, noted that there had been no contact with the owner and asked that the property be condemned and given 30 days to demolish.

Ms. Woods noted that she did get a phone call from someone about this property.

Ms. Elizabeth Ford came forward and noted that she has communicated with someone in regard to the property and that she would like more time so that they can have the property demolished.

It was motioned and seconded to begin discussion on this matter.

Ms. Woods asked what they were going to do with this property.

Ms. Ford stated that they are going to tear it down because there is more that needs to be done and with discussion with other family members they came to that decision and they just need an extension.

Ms. Woods explained that the city is not in the business of tearing things down and assessing to taxes. Ms. Woods asked Mr. James to explained the process.

Mr. James explained that if Ms. Ford goes and pulls a demolition permit that would extend her time and she will have an additional 6 months to complete this demolition process.

Ms. Ford said that works for her.

Mr. Creekbaum, City Attorney, recommended that you condemn the property with stipulations that the owner can obtain a demolition permit within the next 30 days, which will give them a 6 month period. If they fail to complete demolition within that 6 month period, the condemnation will proceed.

Ms. Woods restated her motion as stated by the city attorney to condemn the property giving the property owner 30 days to obtain the demolition permit and if the property owner does not comply with the demolition permit the condemnation will proceed and Mr. Harvey seconded the motion.

2. 123 S 21<sup>st</sup> ST. (D3) – Owner: Wanda F. Rollins. Photographic evidence was presented. There was no one present. Upon motion of Ms. Woods, seconded by Mrs. Ezernack and unanimously approved, this item was removed from the agenda, the property owner has met compliance. (There were no public comments)

Mr. James stated that this property has been completed by the property owner and he would like to thank them for doing that and this was placed on the agenda so he can thank them for complying.

3. 811 BURROUGHS ST. (D5) – Owner: Kenneth Ray Harris. Photographic evidence was presented. There was no one present. Upon motion of Mr. Muhammad, seconded by Mr. Harvey and unanimously approved, the building was condemned, and the property owner given 30 days to bring the structure into compliance with the Code or demolish the structure. (There were no public comments)

Mr. James asked that this property be condemned and property owner be given 30 days to bring into compliance.

4. 1101 MAPLEWOOD DR. (D5) – Owner: Joseph and Rubie Montgomery. Photographic evidence was presented. There was no one present. Upon motion of Mr. Muhammad, seconded by Mr. Harvey and unanimously approved, the building was condemned, and the property owner given 30 days to bring the structure into compliance with the Code or demolish the structure. (There were no public comments)

Mr. James asked that this property be condemned and property owner be given 30 days to bring into compliance.

#### RESOLUTIONS AND MINUTE ENTRIES:

##### 1. Department of Administration:

(a) Upon motion of Mr. Harvey, seconded by Mrs. Ezernack and unanimously consider an Application by Oliver Cory Bahr dba Sushi Koko, 317 North 2nd Street, Monroe LA 71201 for a New 2025 Class A Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved. (Distance Report Cleared, Cert. of Occupy Cleared)

Mr. Harvey thanked Chef Cory Bahr for another investment in downtown Monroe and also the newest member of the Downtown Economic Development District.

Chef Cory Bahr came forward and said that he is super excited about the opportunities the city has provided him with. The staying power is where it's at and they have proved that over the last 25 years of doing this in the city. If you apply yourself and believe and have self confidence in not only yourself but the people you surround yourself with, anything is possible. They are going to

start another project downtown and he really believes in what's happening and the direction the city is going in and they will now be employing over a hundred people. So, without the city's support and growth, the direction it's headed in and with the belief that we're capable of anything if we work together is key. Chef Bahr thanked the council for everything they do.

Mayor Ellis noted that he has known Cory for a long time and that he is a bit of our local celeb, Beat Bobby Flay, Chop 2012, Food One, Best Chef of the South, no formal training just a love for food and culture. He is someone who didn't say Monroe should have, he went out and got it done. He is a true testament of hard work, and he represents Monroe Louisiana on a world stage, he is everywhere and just as humble and a great guy and Mayor Ellis just wanted to let him know that he is proud of him.

Chef Bahr said this is the center of the universe and no matter where he is he meets people directly from Monroe or connected to someone from Monroe and he thinks the entrepreneurial spirit is alive and well in this community. We just got to believe who we are as a community, you support home and he is proud of where we are headed and he thinks the future is bright.

(b) Upon motion of Mrs. Ezernack, seconded by Mr. Harvey and unanimously approved to consider ten (10) Renewal Applications for a New 2026 Class A Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved. (There were no questions or comments.)

(c) Upon motion of Mr. Harvey, seconded by Mr. Muhammad unanimously approved to consider five (5) Renewal Applications for a New 2026 Class B Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved. (There were no questions or comments.)

(d) Upon motion of Ms. Woods, seconded by Mrs. Ezernack and unanimously approved to consider two (2) Renewal Applications for a New 2026 Class E Alcoholic Beverage Permit. The Monroe Police Department has no disqualifying records and Sales Tax has been approved. (There were no questions or comments.)

## 2. Police Department:

(a) Upon motion of Ms. Woods, seconded by Mrs. Ezernack and unanimously approved to adopt a Resolution #9054 authorizing the City of Monroe to enter into a Contract for Detention Services with the Ouachita Parish Sheriff's Office.

Captain Adams was present for questions.

## COMMUNICATIONS & SPECIAL ANNOUNCEMENTS:

Mayor Ellis asked Mr. Hunt Neely to come forward to honor him for his 25 yearlong service to the City of Monroe through various boards he has served on and ending with the Planning Commission Board and he present him with a proclamation honoring him for his service proclaiming Tuesday, December 9, 2025 as Hunt Neely Day.

Mr. Harvey had no announcement but asked for prayers for the Rodriguez Family.

Mrs. Ezernack welcomed everyone this evening.

Ms. Woods said happy holidays to everyone, and she hoped everyone had an amazing Thanksgiving with plenty to eat and as you prepare to go into this holiday season that we remember the reason for the season. She went on to announce her community meeting Christmas with the Councilwoman at the Powell Community Center, 1401 Powell Avenue, Thursday, December 18 from 10am until Noon. She is inviting everyone to come out and enjoy the festivities, reflect on the reason for the season, and talk about this year what we are wanting and hoping for next year. This isn't replacing the Chat and Chew but they will definitely be chatting and chewing and giving some token of appreciation to show how much you are appreciated.

Mr. Muhammad wanted to offer condolences to Reverend James Johnson a pillar in our community, he was a man who wore many hats. He was the assistant principle at Wossman, and he and his wife founded the Northeast Louisiana African American Museum that is now out at Chennault. He was a member of Kappa Alpha Psi, and he was the pastor of Newlight Baptist Church for 35 years. His funeral will be on the 20<sup>th</sup> of this month. Mr. Muhammad noted that at the next Council Meeting he is going to announce the most festive and decorated yard in district 5. He has seen some nice lights so he will be recognizing one at the next meeting. Mr. Muhammad gave his condolences to Mr. McFarland for the Grambling game loss, and he also wanted to recognized the high school teams that are playing.

Mr. McFarland asked that we continue to pray for the bereaved families. He wanted to remind everyone that the next council meeting will be on Monday, December 22 at 5pm not 6pm. (The Clerk will post notices to this effect.)

#### CITIZENS PARTICIPATION:

Mr. Derrick Wilkerson, 3009 Gordon Avenue, has a problem with the sewer, and the city came out to unstop his sewer and it has been going on for about 2 or 3 years, and the sewer line is in his driveway. The last time they flushed it out they burst a pipe closer to the road. They said they will have to get the sewer department out to replace it and they came out and moved the sewer hole from in his driveway to closer to the road. From his understanding he was thinking that the sewer department was responsible from the hold to the main flow, but when they flushed it out it busted a pipe here and then moved the sewer hole close to the road and the pipe still busted in his drive. Now they are saying he has to cover this up and replace this pipe that they busted, and they didn't replace his concrete in his drive back to the original condition.

Mr. McFarland asked Mr. Tolliver if he knew anything about this and he said he didn't. Mr. McFarland said he is going to look into this and also said they will come by.

Kim Ross, 1616 Stake Street also 2101 Grammont Street both Monroe Louisiana district 3 came forward and stated that she is here testing the waters this evening. There was a resolution passed last council meeting dealing with naming or renaming the Benny Ausberry and Coach Huey Community Center. She is asking for that to be revoked and if revoked is it possible to revisit the ordinance that was passed 10 years ago obviously deep down in someone's soul, they haven't moved forward with this because deep down maybe that wasn't the right thing to do. She beseech you to look at it again, look at the history, do your research. They should be separate, they should not be on the same building, this should not be a kill two birds with one stone ordinance. She asked if you can't do that can you change Powell Avenue to Ausberry Way.

Vernon Hall, 1007 Thomas Avenue, came forward about the adjudicated property next door to him he has been taking care of it over the summer and found out there was a spot that stayed wet. He called the mayor's office and Mrs. Essex contacted public works and he talked to engineering and water distribution, and Mr. Tolliver came out after Mrs. Essex contacted him and told him some good things, but he didn't see it. One of the field operators from water distribution came down and told him that this wasn't a city problem, but it's adjudicated property he is in the process of buying and he doesn't know if this is toxic or what. He called again and they said they had more important project than mine and there is nothing more important than his project to him. He talked to Mr. Toliver a minute ago and it sounds good, but he is not seeing any good work.

Mr. McFarland noted that when he leaves Gordan Street he is going to Mr. Hall's house.

Mr. Brandon Creekbaum, City Attorney, wanted to offer some clarification and he has no idea what particular issues is on this piece of property but it's one that comes up commonly in his office when they get issues related to this. He explained that adjudicated properties are not city owned properties those are properties that someone has not paid the taxes on and the city has the right under the state's adjudication statutes to take ownership of that property if it so chooses to cover the taxes that are owed. The vast majority of instances the city does not take ownership of those properties because the city does not have the ability to maintain them, mow the grass and that would be a very big fiscal burden on the city and the property taxes are what benefits the city. The only time the City takes ownership of adjudicated properties is when someone comes and says they want to buy that property and the city says they will take ownership and you will pay the city back taxes. So, if there is an issue with a sewer or water line on the property that's on the city side it will get addressed. Adjudication is a legal fiction until

the city take ownership and he noted that this may just be a sewer, water issues that is something completely separate and he just wanted to clarify.

Mr. McFarland asked if the paperwork states the city owns the property.

Mr. Hall said this is adjudicated and it says that he is going through the process to purchase it. He doesn't want to purchase a problem he doesn't necessarily need to have because the city paid someone to demo the place.

Mr. McFarland asked the City Attorney to speak with Mr. Hall after the meeting.

Rev. T.J. Stevenson, mayor of Adams Street, came forward in the interest of SEDD and noted they did not have a meeting on the first Monday in this month. She sent an email and a phone call to the gentleman whose acting as the secretary, and she did not get a response. There was no cancellation, rescheduling or anything and they are at a point of losing everything they have because they have not selected officers or done an audit. The deadline for the audit has passed and they are in dire need and may lose state funds and will not be able to pay any bills or receive any money until they can take care of this. She is asking that the council please address this because they are in limbo and if they make it to January 1st, they will not have an organization.

Mr. McFarland asked Mr. Creekbaum, City Attorney, if he was aware of the problem.

Mr. Creekbaum said yes he is in contact with multiple commissioners about this issue and they are addressing it from a legal perspective, allotting them their legal options and what they can do, but some of it is going to be up to the board itself and how it checks out.

Mr. McFarland asked if the board failed to meet, it is going to self-destruct.

Mr. Creekbaum explained that there are penalties for failing to file an audit timely and he will leave it to the city and he try not to share legal advise with other boards, but if the city didn't file it's audit timely the statute prescribe certain penalties one being you become ineligible for state funding, and other funding that may come through the state. So, there are penalties, and whether there is an extension available that is going to be up to SEDD to figure out.

Mr. McFarland asked how many members they need to have a meeting.

Mr. Creekbaum stated under that board's bylaws a special meeting requires seven members to call a meeting, well under their bylaws it can be the chair, vice chair or seven members. The board does not have a chair or vice chair right now, so the only way to call a meeting would be seven members.

Mr. Muhammad wanted to know who would call the meeting and what authority does the secretary have since he seems to be the next in line and what is his position.

Mr. Creekbaum stated the next in line in general is not something that is recognized either in their statutes or the bylaws. It just takes seven of them to call a meeting.

Mr. McFarland asked and they don't have seven that is willing to meet.

Rev. Stevenson said no and that they had scheduled a meeting, and the young man whose serving as secretary sent out letter telling commissioners not to come to the meeting, so they didn't have a quorum only 5 people showed up.

Mr. Creekbaum explained that anything held not on a regular meeting date would be by definition a special meeting unless some advance consent by the board to move that date.

Mr. McFarland asked Mr. Creekbaum if he could help them in any way.

Mr. Creekbaum stated he has been on the phone most of the day and he is trying as best he can to help them sort this out.

Mr. McFarland asked him to keep him informed.

Chef Cory Bahr wanted to say that public works have been very helpful to him, and it is a big change from 8 years ago, the last time he did this with the willingness to be helpful.

Mr. Dontario Anderson, 1706 Mcgee Street, came forward to invite everyone out on tomorrow night there will be an unveiling of the new nonprofit organization Streets to Stage, they help the young people here in the great City of Monroe, giving them opportunity to showcase their gifts and talents on a bigger stage. It will mean the world if you all come out to the Courtyard Marriott Conference Room.

Ms. Kenya Roberson, NELA Chamber of Commerce, came forward to announce their annual end of the year event and it will be held on next Thursday, December 18, 2025 at 7pm at the Monroe Civic Center and hopefully they have received their invite, council, and mayor. She noted to Mr. McFarland that she respectfully understands his prior comment. She would appreciate the community coming as well, it's not a party it's an annual State of the Chamber Address and it gives insight on the chamber, what it means to have a chamber, how important it is, what they have done for the year and what the expectations, and calendar looks like for 2026. They will have a live band; they will be honoring the chamber business of the year and nonprofit of the year. There will be a full course meal, but most importantly knowing where the chamber was last year, the growth and what to look forward to for the new year. She thanked the City of Monroe for the partnership and looks forward to it again next year.

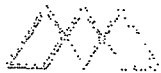
ADJOURN.

There being no further business to come before the council, the Chairman adjourned the meeting at 7:04 p.m.

Mr. Rodney McFarland I  
Chairman

Ms. Carolus S. Riley  
Council Clerk

For extended details on the council meeting please call the Council Clerk Monday-Friday at 318-329-2252 to schedule an appointment to listen to the minute recording.



**CITY OF MONROE**

**TAXATION & REVENUE**

*City of Monroe, Louisiana  
MAYOR- COUNCIL GOVERNMENT*

**MEMO**

**To:** *Carolus Riley  
City Council*

**From:** *Tim Lewis  
Director of Tax & Revenue*

**Re:** *Alcohol Renewals (For December 22, 2025, Meeting)*

**Date:** *December 16, 2025*

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<i>CLASS A - \$500 RESTAURANTS (LIQUOR)</i>	<i>CLASS E - \$500 PRIVATE CLUBS</i>
<i>CLASS B - \$500 CONVENIENT STORES (LIQUOR)</i>	<i>CLASS G - \$500 WHOLESALE (LIQUOR ONLY)</i>
<i>CLASS C - \$75 (BEER ONLY)</i>	<i>CLASS H - \$100 WHOLESALE (BEER ONLY)</i>
<i>CLASS D - \$60 (BEER -OFF PREMISES)</i>	

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**ALCOHOL LICENSE RENEWALS 2026**

**Class A (3)**

- 1. Catahoula's- 5321 Desiard St., Owner -Catahoula's of Monroe LLC*
- 2. Downtown Billiard- 524 Desiard St. Owner -Hailey Ray*
- 3. Tailgators- 201 Walnut St. Owner -Hailey Ray*

**Class B (4)**

- 1. CVS Pharmacy #5344- 2901 Sterlington Rd., Owner -Louisiana CVS Pharmacy LLC*
- 2. CVS Pharmacy #5513- 1710 Louisville Ave., Owner -Louisiana CVS Pharmacy LLC*
- 3. Missile Mart Monroe LLC- 3200 Louisville Ave., Owner -Missile Mart Monroe LLC*
- 4. Quickway Truck Stop- 3019 Highway 165 Bypass, Owner -Quickway LLC*

**RESOLUTION**

STATE OF LOUISIANA  
CITY OF MONROE

NO. \_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ who moved for its adoption and was seconded by \_\_\_\_\_:

**A RESOLUTION ACCEPTING THE BID OF AND AWARDING THE CONTRACT TO THE LEMOINE COMPANY, LLC FOR THE WPCC GOHSEP STATEWIDE 5% GENERATORS INITIATIVE PROJECT AND FURTHER PROVIDING WITH RESPECT THERETO.**

**WHEREAS**, FEMA, through GOHSEP, made funding available to the City of Monroe through a reimbursable grant under the Hazard Mitigation Grant Program (HMGP) to purchase and install generators that protect critical facilities during an emergency;

**WHEREAS**, under the HMGP, the City is required to fund the purchase and installation of the generators and may seek reimbursement of up to 75% of the total cost with the City bearing the remaining 25%;

**WHEREAS**, the City of Monroe solicited bids in accordance with the Louisiana Public Bid Law for the WPCC GOHSEP Statewide 5% Generators Initiative Project under the HMGP;

**WHEREAS**, The Lemoine Company, LLC, was the lowest responsible and responsive bidder with a base bid of \$4,389,800.00; and

**WHEREAS**, the City desires to contract with The Lemoine Company, LLC for the project.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Monroe, in its legal and regular session convened, that The Lemoine Company, LLC's base bid of \$\$4,389,800.00 for the WPCC GOHSEP Statewide 5% Generators Initiative Project, is hereby accepted as the lowest responsible and responsive bid received;

**BE IT FURTHER RESOLVED** that Mayor Friday Ellis, or his designee, is authorized to enter into and execute a contract with The Lemoine Company, LLC, for said project;

**BE IT FURTHER RESOLVED** that the City of Monroe shall make designations in accordance with state law for sales tax-exempt purchases on this project; and

**BE IT FURTHER RESOLVED** that the City of Monroe reaffirms its commitment to fund the purchase and installation of the generators under the HMGP, subject to reimbursement of up to 75% of the total cost with the City bearing the remaining 25%.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on December 22, 2025.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**



# CITY OF MONROE

## PROJECT REQUEST FORM

Date: September 12, 2025

This form must be completed to authorize and coordinate soliciting quotes for the City of Monroe projects starting at \$5,000.00 up to \$250,000.00. Upon submitting this form, a representative from the Purchasing Division will contact you to verify the project scope and schedule. A final project scope, schedule, and budget account will be provided for review and approval by the Department/ Division Head or Administrative Designee.

**NO WORK MAY COMMENCE WITHOUT A FULLY EXECUTED PROJECT AUTHORIZATION FORM.**

If you have any questions or need help completing this form, please call the Purchasing Office at 329-2222.

Job Name: WPCG GOHSEP Statewide 5%  
Generators Initiative Proposal Submitted to: Purchasing

Department: Engineering Date of Plans: N/A

Job Location: Wastewater Pollution Control Center Phone Number: 318-329-2210

Email: morgan.mccallister@ci.monroe.la.us

**STATEMENT OF WORK:**

The use HMGP funding to purchase and install four new permanent diesel generators at two sites within their Wastewater Pollution Control Center. The proposed project would include the construction of concrete pads and installation of new generators with new automatic transfer switches, circuit breakers, fuel tanks, and all necessary wiring to tie into existing electrical distribution systems

\*Please use a separate attachment if more space is required

Requesting Employee (Print Name): Fantashia Shaffer

Requesting Employee (Signature): *Fantashia Shaffer*

Department/Division Head Approval: *C. Morgan McCallister*

**TO BE COMPLETED BY ENGINEERING DEPARTMENT**

Project Manager: Arthur Holland Project Number: 25SEW002

Scope/Schedule Meeting Date: N/A Cost Estimate: \$4,298,000

City Engineer Approval (Signature): *C. Morgan McCallister* Date: September 12, 2025

CITY OF MONROE, LOUISIANA  
25SEW002 WPCC GOHSEP Statewide 5% Generators Initiative

Final Opinion of Probable Project Costs

9/3/2025

ITEM	QUANTITY	UNIT	UNIT COST	SUBTOTAL	TOTAL
<b>Monroe WPCC</b>					
<b>Permanent Standby Power Generation Equipment</b>					
1000kW Diesel Genset w/ Day Tank and Platform Stair Access	4	EA	\$ 500,000	\$ 2,000,000	
4000 Amp Automatic Transfer Switch	2	EA	\$ 89,000	\$ 178,000	
Parallel Switchgear	2	EA	\$ 327,500	\$ 655,000	
<b>SUBTOTAL</b>				<b>\$ 2,833,000</b>	
Civil / Site Work (calculated in stone and concrete work below)				0.0%	\$ -
<b>SUBTOTAL</b>				<b>\$ 2,833,000</b>	
Electrical and Instrumentation				10.0%	\$ 283,300
<b>SUBTOTAL</b>				<b>\$ 283,300</b>	
Misc. Work and Cleanup				1.0%	\$ 28,330
<b>SUBTOTAL</b>				<b>\$ 28,330</b>	
Labor and Insurance				10.0%	\$ 314,463
<b>SUBTOTAL</b>				<b>\$ 314,463</b>	
Mobilization & Bonds				10.0%	\$ 345,909
Overhead and Profit				10.0%	\$ 34,591
<b>SUBTOTAL</b>				<b>\$ 34,591</b>	
<b>Installed Civil Work</b>					<b>\$ 3,839,593</b>
Furnish and Install 610 Stone (8" thick)	60	TON	\$ 100	\$ 6,000	
Furnish and Install Concrete Pads	90	CY	\$ 750	\$ 67,500	
<b>SUBTOTAL</b>				<b>\$ 67,500</b>	
Contingencies				10.0%	\$ 73,500
<b>TOTAL OPINION OF PROBABLE CONSTRUCTION COST</b>				<b>\$ 383,959</b>	
					<b>\$ 4,298,000</b>

April 1, 2022 Estimate to GOHSEP \$ 3,480,027  
 Cost Increase in 3.5 years \$ 817,973  
 Percentage Increase in 3.5 years 24%



10542 South Glenstone Place  
Baton Rouge, LA 70810

225-448-3972  
225-454-6065

October 31, 2025

Ms. Christina Davis  
Purchasing Director  
City of Monroe Administration Department  
Purchasing Division  
1014 Grammont Street  
Monroe, LA 71201

Subject: WPCG GOHSEP Statewide 5% Generators Initiative  
COM Project No. 25SEW002  
Recommendation of Award

Dear Ms. Davis:

One (1) bid was received for the subject project on October 30, 2025. The bid tabulation is attached. The Lemoine Company, LLC. was the responsible low bidder in the amount of \$4,389,800.00.

Waggoner has reviewed the bid and recommends award of the construction project to The Lemoine Company, LLC.

Please let me know if you have any questions or concerns.

Sincerely,

Christopher J. LaCroix, P.E.  
Waggoner Engineering, Inc.

Enclosures

Cc: Mr. Morgan McCallister, P.E. - COM City Engineer



10542 South Glenstone Place  
Baton Rouge, LA 70810

225-448-3972  
225-454-6065

November 4, 2025

Mr. Brandon Sharper  
State Applicant Liaison - Hazard Mitigation - GOHSEP  
7667 Independence Blvd  
Baton Rouge, LA 70806

RE: DR-4559-0075-LA  
Statewide - Governor's Office of Homeland Security and Emergency Preparedness  
Statewide 5% Initiative for Generators and Pumps  
Assistance Listing 97.039 Hazard Mitigation Grant Program  
Funding Gap Request for City of Monroe Project No. 25SEW002

Dear Mr. Sharper,

Please consider the following timeline for the subject project.

- April 22, 2022: Application submitted to GOHSEP detailing a construction cost estimate of \$3,480,027.
- December 23, 2024: FEMA approval letter Batch 1
- February 6, 2025: FEMA approval letter Batch 2.
- October 2, 2025: Begin public advertisement of construction project, with an updated construction cost estimate of \$4,298,000.
- October 30, 2025: Low responsible bid received in the amount of \$4,389,800.

Due to broad economic inflation, persistent labor shortages, and global supply chain disruptions including tariffs, the total construction cost has increased \$909,773 in this three-and-a-half-year period from the initial GOHSEP application to bid opening. Please note that the Scope of Work remained unchanged in this same timeframe.

On behalf of the City of Monroe, we respectfully request that any funds remaining in DR-4559-0075-LA be utilized to bridge the identified construction gap.

Please let me know if you have any questions or concerns.

Sincerely,

Christopher J. LaCroix, P.E.  
Waggoner Engineering, Inc.

**Enclosures** Cc: Mr. Morgan McCallister, P.E. - COM City Engineer

www.waggonereng.com



**City of Monroe**  
WPC Improvements  
GOHSEP Statewide 5% Generators Initiative  
Project 25SEW002  
Bid Reference No. 2026-00000010  
Bid Tabulation for Bids Due October 30, 2025



The Lemoine Company, LLC	
LA Contractors License # 32600	
UNIT PRICE	TOTAL
\$ 4,389,800.00	\$ 4,389,800.00
\$ 4,389,800.00	

ITEM NO.	ITEM DESCRIPTION	QUANTITIES	UNITS	UNIT PRICE	TOTAL
1	Total Base Bid for all work required by the Bidding Documents	1	LS	\$ 4,389,800.00	\$ 4,389,800.00
<b>Total Base Bid</b>					<b>\$ 4,389,800.00</b>

STATE OF LOUISIANA  
CHRISTOPHER J. LaCROIX  
License No. 35572  
PROFESSIONAL ENGINEER  
*Christopher J. LaCroix*  
10/31/2025

**RESOLUTION**

**STATE OF LOUISIANA  
CITY OF MONROE**

**NO.** \_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ who moved for its adoption and was seconded by \_\_\_\_\_:

**A RESOLUTION AUTHORIZING A COOPERATIVE ENDEAVOR AGREEMENT WITH GROW NELA TO SECURE ADDITIONAL AMERICAN AIRLINES SERVICE FROM DALLAS/FORT WORTH INTERNATIONAL AIRPORT.**

**WHEREAS**, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that, "For a public purpose, the state and its political subdivisions or political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;"

**WHEREAS**, the Monroe Regional Airport ("MLU") is a primary commercial service airport serving the City of Monroe and Northeast Louisiana region;

**WHEREAS**, because of the construction and future operation of the multi-billion-dollar datacenter campus in Richland Parish, there has been and will be an influx of thousands of people and significantly increased traffic through MLU;

**WHEREAS**, this influx of passengers and traffic through MLU may strain commercial service capacity, reduce available flights for traveling citizens, or result in increased costs of travel;

**WHEREAS**, the City of Monroe, Grow NELA, and parties involved in the construction of the datacenter, desire to increase the number of available flights into and out of MLU;

**WHEREAS**, Grow NELA desires to enter into an Air Service Agreement with American Airlines, Inc., which secures additional air service between MLU and Dallas/Fort Worth International Airport ("DFW") but requires a minimum revenue guarantee over the air service period;

**WHEREAS**, because an increase in the number of flights will directly benefit the City of Monroe and its citizens, and because Grow NELA has insufficient funds on hand to meet the minimum revenue guarantee, the City of Monroe desires to participate in supporting additional air service between DFW and MLU by agreeing to contribute up to 20% of any amounts owed by Grow NELA under the American Airlines Agreement; and

**WHEREAS**, a copy of the Cooperative Endeavor Agreement between the City of Monroe and Grow NELA, which includes the terms and conditions of funding, is attached hereto and made part hereof.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Monroe, Louisiana, in legal session convened, that Mayor Friday Ellis, or his designee, is hereby authorized to enter into and execute the attached Cooperative Endeavor Agreement with Grow NELA.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on December 22, 2025.

---

**CHAIRPERSON**

---

**CITY CLERK**

**RESOLUTION**

**STATE OF LOUISIANA  
CITY OF MONROE**

**NO.** \_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ who moved for its adoption and was seconded by \_\_\_\_\_:

**A RESOLUTION ACCEPTING THE WORK DONE BY DIAMOND B. CONSTRUCTION COMPANY, LLC FOR THE SOUTH GRAND STREET IMPROVEMENTS PROJECT (STATE PROJECT NO. H.014347) AS SUBSTANTIALLY COMPLETE AND FURTHER PROVIDING WITH RESPECT THERETO.**

---

**WHEREAS**, the work performed by Diamond B. Construction Company, LLC on the South Grand Street Improvements Project is substantially complete; and

**WHEREAS**, a Certificate of Substantial Completion is attached hereto and made a part hereof.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that work done by Diamond B. Construction Company, LLC on the South Grand Street Improvements Project is hereby declared to be substantially complete; and

**BE IT FURTHER RESOLVED** that Mayor Friday Ellis, or his designee, is hereby authorized to execute any necessary documents, including the attached Certificate of Substantial Completion, to declare the work on the South Grand Street Improvements Project substantially complete.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on December 22, 2025.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**

**CERTIFICATE OF SUBSTANTIAL COMPLETION**

PROJECT: SOUTH GRAND: ORANGE ST – STANDIFER AVE

STATE PROJECT NO. H.014347

ENGINEER: LAZENBY & ASSOCIATES, INC.

OWNER: CITY OF MONROE

CONTRACTOR: DIAMOND B CONSTRUCTION CO., LLC

CONTRACT DATE: AUGUST 26, 2022

DATE OF ISSUANCE: SEPTEMBER 19, 2025

This Certificate of Substantial Completion applies to all Work under the Contract Documents or to the following specified parts thereof:

All Work

The Work to which this certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR and ENGINEER, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on

SEPTEMBER 19, 2025  
Date of Substantial Completion

The Date of Substantial Completion is the date upon which all guarantees and warranties begin, except as follows:

The 45-day lien period shall begin upon the date that this document is filed with the Clerk of Court in Ouachita Parish.

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

Executed by ENGINEER on SEPTEMBER 19, 2025

Lazenby & Associates, Inc.  
ENGINEER

By: \_\_\_\_\_

CONTRACTOR accepts this Certificate of Substantial Completion on \_\_\_\_\_, 2025  
Date

DIAMOND B CONSTRUCTION CO., LLC  
CONTRACTOR

By: \_\_\_\_\_

OWNER accepts this Certificate of Substantial Completion on \_\_\_\_\_, 2025  
Date

CITY OF MONROE  
OWNER

By: \_\_\_\_\_

**RESOLUTION**

**STATE OF LOUISIANA  
CITY OF MONROE**

**NO.** \_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ who moved for its adoption and was seconded by \_\_\_\_\_:

**A RESOLUTION ACCEPTING THE SOUTH GRAND STREET IMPROVEMENTS PROJECT (STATE PROJECT NO. H.014347) AS COMPLETE AND FURTHER PROVIDING WITH RESPECT THERETO.**

**WHEREAS**, the City Engineer has advised that the South Grand Street Improvements Project has reached completion.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that work done Diamond B. Construction Company, LLC on the South Grand Street Improvements Project is hereby accepted as complete; and

**BE IT FURTHER RESOLVED** that Mayor Friday Ellis, or his designee, is hereby authorized to enter into and execute any necessary documents, accepting the work on the South Grand Street Improvements Project as complete.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on December 22, 2025.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**

**RESOLUTION**

**STATE OF LOUISIANA  
CITY OF MONROE**

**NO.** \_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ who moved for its adoption and was seconded by \_\_\_\_\_:

**A RESOLUTION ACCEPTING THE LEE AVENUE STREET IMPROVEMENTS PROJECT (STATE PROJECT NO. H.014348) AS COMPLETE AND FURTHER PROVIDING WITH RESPECT THERETO.**

---

**WHEREAS**, the City Engineer has advised that the Lee Ave Street Improvements Project has reached completion.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that work done by Diamond B. Construction Company, LLC on the Lee Ave Street Improvements Project is hereby accepted as complete; and

**BE IT FURTHER RESOLVED** that Mayor Friday Ellis, or his designee, is hereby authorized to enter into and execute any necessary documents, accepting the work on the Lee Ave Street Improvements Project as complete.

This Resolution was submitted in writing and was then submitted to a vote as a whole. The vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on December 22, 2025.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**

CERTIFICATE OF SUBSTANTIAL COMPLETION

PROJECT: Desiard Street Improvements (S. Grand St. to N. 6<sup>th</sup> St.) Phase 2

ENGINEER'S PROJECT NO. L & A, Inc. Project No. 24E104.00

OWNER: City of Monroe

CONTRACTOR: Amethyst Construction, Inc., 215 Industrial Parkway, West Monroe, LA 71291

CONTRACT DATE: \_\_\_\_\_

DATE OF ACCEPTANCE OF SUBSTANTIAL COMPLETION: December 4, 2025

This Certificate of Substantial Completion applies to all Work under the Contract Documents or to the following specified parts thereof:

All work.

The Work to which this certificate applies has been inspected by authorized representatives of OWNER, CONTRACTOR and ENGINEER on December 4, 2025 and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on

December 4, 2025  
Date of Substantial Completion

A tentative list of items to be completed or corrected is attached hereto. This list may not be all-inclusive, and the failure to include an item in it does not alter the responsibility of CONTRACTOR to complete all the Work in accordance with the Contract Documents. When this Certificate applies to a specified part of the Work the items in the tentative list shall be completed or corrected by CONTRACTOR within 30 calendar days of the above date of Substantial Completion.

The Date of Substantial Completion is the date upon which all guarantees and warranties begin, except as follows:

The 45-day lien period shall begin upon the date that this document is filed with the Clerk of Court in Ouachita Parish.

Executed by ENGINEER on December 4, 2025

Lazenby & Associates, Inc.  
ENGINEER

By: \_\_\_\_\_  
James S. Ellingburg, P.E.

The CONTRACTOR accepts this Certificate of Substantial Completion on \_\_\_\_\_, 2025  
Date

Amethyst Construction, Inc.  
CONTRACTOR

By: \_\_\_\_\_  
Benjamin Holdman

The OWNER accepts this Certificate of Substantial Completion on \_\_\_\_\_, 2025.  
Date

City of Monroe  
OWNER

By: \_\_\_\_\_  
City of Monroe

**FINAL INSPECTION "PUNCH LIST"**

Desiard Street Improvements  
(S. Grand St. to N. 6<sup>th</sup> St.) Phase 2  
L & A, Inc. Project No. 24E104.00  
December 4, 2025

Remaining items to be completed:

1. Complete electrical system. (\$50,000.00)
2. Complete irrigation system. (\$2,500.00)
3. Install permanent pavement striping. (\$5,000.00)
4. Fill planting bed behind curb (Walnut Street Intersection, N. 4<sup>th</sup> Street). (\$250.00)
5. Pick up trash & apply straw (Grand Street Intersection). (\$250.00)
6. Clean Catch Basins of silt and millings (North Grand, N. 4<sup>th</sup>, S. 6<sup>th</sup>). (\$750.00)
7. Adjust planters to drain. (\$1,000.00)
8. Add concrete joint sealant (300 block south side). (\$500.00)
9. Remove temporary traffic control. (\$500.00)
10. Install sod (N. 4<sup>th</sup>, S. 6<sup>th</sup>) (\$650.00)

Total = \$61,400.00

**RESOLUTION**

**STATE OF LOUISIANA  
CITY OF MONROE**

**NO.** \_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ who moved for its adoption and was seconded by \_\_\_\_\_:

**A RESOLUTION ACCEPTING THE WORK DONE BY AMETHYST CONSTRUCTION, INC. FOR THE DESIARD ST. IMPROVEMENTS (S. GRAND ST. TO N. 6TH ST.) PHASE II PROJECT AS SUBSTANTIALLY COMPLETE AND FURTHER PROVIDING WITH RESPECT THERETO.**

---

**WHEREAS**, the work performed by Amethyst Construction, Inc. on the Desiard St. Improvements (S. Grand St. to N. 6th St.) Phase II Project is substantially complete; and

**WHEREAS**, a Certificate of Substantial Completion is attached hereto and made a part hereof.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that work done by Amethyst Construction, Inc. on the Desiard St. Improvements (S. Grand St. to N. 6th St.) Phase II Project is hereby declared substantially complete; and

**BE IT FURTHER RESOLVED** that Mayor Friday Ellis, or his designee, is hereby authorized to execute any necessary documents, including the attached Certificate of Substantial Completion, to declare the work on the Desiard St. Improvements (S. Grand St. to N. 6th St.) Phase II Project substantially complete.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on December 22, 2025.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**

**RESOLUTION**

**STATE OF LOUISIANA  
CITY OF MONROE**

**NO.** \_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ who moved for its adoption and was seconded by \_\_\_\_\_:

**A RESOLUTION APPROVING AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH ARCHITECTURE ASSOCIATES, APC FOR THE MONROE TRANSIT SYSTEM FACILITY RELOCATION PROJECT.**

**WHEREAS**, the City of Monroe entered into a Professional Services Agreement (PSA) with Architecture Associates, APC to provide architectural engineering services, (Res. No. 8708);

**WHEREAS**, the City retained Architecture Associates, APC under the PSA to provide architectural engineering services for the Monroe Transit System Facility Relocation Project; and

**WHEREAS**, Amendment No. 1 to PSA, a copy of which is attached hereto and made part hereof, further amends and modifies the existing agreement to increase design fees and to extend the time for the project.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened that Mayor Friday Ellis, or his designee, is hereby authorized to enter into and execute Amendment No. 1 to PSA between the City of Monroe and Architecture Associates, APC for the Monroe Transit System Facility Relocation Project.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on December 22, 2025.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**

**PROFESSIONAL SERVICES AGREEMENT**

**BETWEEN**

**THE CITY OF MONROE, LA**

**AND ARCHITECTURE ASSOCIATES, APC**

**THIS AGREEMENT** made on this 3th day of December 2025, by and between the **City of Monroe**, hereinafter referred to as **City**, and **Architecture Associates, APC**, hereinafter referred to as **Consultant**. (This is a revision to the original agreement dated 6-3-2024 due to the increase in scope of work.)

**Consultant** agrees to perform the following professional services for **City**:

**Objective of Consultant**

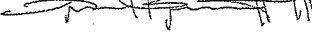
To perform services related to facility design for the city's New Transit Center as outlined below.

- I. **City** agrees to pay **Consultant** on a lump-sum basis in the amount of **\$1,064,996** for transit design services rendered pursuant to this agreement. This fixed fee is based on the Design Development construction cost estimate of \$10,649,663 with a fixed transit design fee rate of 7.5% for design and 2.5% for construction administration.
- II. **Consultant** will submit an invoice for all services performed hereunder and promptly answer questions as to the services rendered or to be rendered.
- III. The primary responsibilities/deliverables of the **Consultant** will be:
  - Consult with Transit General Manager Marc Keenan and City Engineer Morgan McCallister as needed.
  - Provide NEPA and Title VI documents for Federal Transportation Administration review.
  - Provide conceptual design, facility programming, schematic design, design development, construction documents, and construction administration for the project.
  - Consultant will provide all architectural, site, structural, mechanical, plumbing, and electrical design through us and our design consultants.
- IV. **City and Consultant** intend that **Consultant** shall be an independent contractor in the performance of these services.
- V. The term of the agreement is June 1, 2024 through December 31, 2027.
- VI. This agreement shall be terminable at any time upon the will of either **City** or **Consultant**.

**CITY OF MONROE**

BY: \_\_\_\_\_  
**Richard Moore**  
**Interim Director of Administration**

**CONSULTANT**

BY:  \_\_\_\_\_  
**Fred Bennett, president**  
**Architecture Associates, APC**

**PROFESSIONAL SERVICES AGREEMENT**

**BETWEEN**

**THE CITY OF MONROE, LA**

**AND ARCHITECTURE ASSOCIATES, APC**

**THIS AGREEMENT** made on this 3th day of June 2024, by and between the **City of Monroe**, hereinafter referred to as **City**, and **Architecture Associates**, hereinafter referred to as **Consultant**.

**Consultant** agrees to perform the following professional services for **City**:

**Objective of Consultant**

To perform services related to facility design for the city's New Transit Center as outlined below.

- I. **City** agrees to pay **Consultant** on a lump-sum basis in the amount of **\$555,634** for transit design services rendered pursuant to this agreement. This fixed fee is based on the preliminary construction cost estimate of \$5,556,337 with a fixed transit design fee rate of 7.5% for design and 2.5% for construction administration.
- II. **Consultant** will submit an invoice for all services performed hereunder and promptly answer questions as to the services rendered or to be rendered.
- III. The primary responsibilities/deliverables of the **Consultant** will be:
  - Consult with Transit General Manager Marc Keenan and City Engineer Morgan McCallister as needed.
  - Provide NEPA and Title VI documents for Federal Transportation Administration review.
  - Provide conceptual design, facility programming, schematic design, design development, construction documents, and construction administration for the project.
  - **Consultant** will provide all architectural, site, structural, mechanical, plumbing, and electrical design through us and our design consultants.
- IV. **City** and **Consultant** intend that **Consultant** shall be an independent contractor in the performance of these services.
- V. The term of the agreement is June 1, 2024 through June 1, 2026.
- VI. This agreement shall be terminable at any time upon the will of either **City** or **Consultant**.

**CITY OF MONROE**

BY: 

Stacey Rowell  
Director of Administration

**CONSULTANT**

BY: 

Fred Bennett, president  
Architecture Associates, APC

RESOLUTION

STATE OF LOUISIANA

NO. 8708

CITY OF MONROE

The following Resolution was offered by Mr./Ms. Dawson who moved for its adoption and was seconded by Mr./Ms. Harvey.

**A RESOLUTION ACCEPTING THE RFQ RESPONSE OF ARCHITECTURE ASSOCIATES, APC TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE TRANSIT CENTER RELOCATION PROJECT AND FURTHER PROVIDING WITH RESPECT THERETO.**

WHEREAS, the City of Monroe issued a Request for Qualifications (RFQ) for a qualified architectural firm to provide architectural engineering services for the Transit Center Relocation Project; and

WHEREAS, Architecture Associates, APC submitted a response to the RFQ, and the City has determined that the response is responsive to the RFQ and that Architecture Associates, APC is a responsible vendor, possessing the necessary skills, expertise, and judgment to perform the identified services.

BE IT RESOLVED by the City Council of the City of Monroe, in its legal and regular session convened, that the RFQ response of Architecture Associates, APC, to provide architectural and engineering services for the Transit Center Relocation Project, be and at the same is hereby accepted; and

BE IT FURTHER RESOLVED that a designated City representative be and is authorized and empowered to execute a contract with Architecture Associates, APC, on behalf of the City of Monroe for said services as outlined in the RFQ.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

AYES: Harvey, Eernack, Woods, Marshall + Dawson

NAYS: None

ABSENT: None

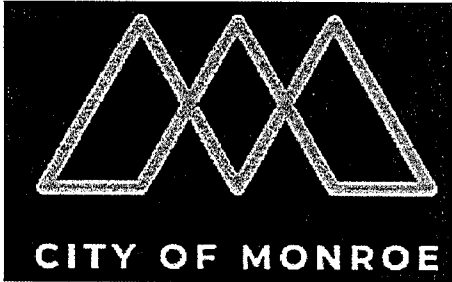
And the Resolution was declared ADOPTED on the 14<sup>th</sup> day of May 2024.

Carolus S. Ruby  
CITY CLERK

Gretchen Lunack  
CHAIRPERSON

Grant funding secured for the project.

	<b>GRANT</b>	<b>LOCAL</b>	<b>FEDERAL</b>	<b>TOTAL</b>
1	LA-2019-024-00	220,000.00	880,000.00	1,100,000.00
2	LA-2019-027-00	375,000.00	1,500,000.00	1,875,000.00
3	LA-2021-034-00	164,653.00	658,613.00	823,267.00
4	LA-2021-035-00	80,999.00	323,996.00	404,995.00
5	LA-2023-013-00	274,125.00	1,096,501.00	1,370,627.00
6	LA-2023-012-00	89,242.00	356,966.00	446,208.00
7	LA-2025-021-00	250,000.00	1,000,000.00	1,250,000.00
8	LA-2025-022-00	1,042,623.00	4,170,491.00	5,213,114.00
<b>TOTAL</b>		<b>\$2,496,642</b>	<b>\$9,986,567</b>	<b>\$12,483,211</b>

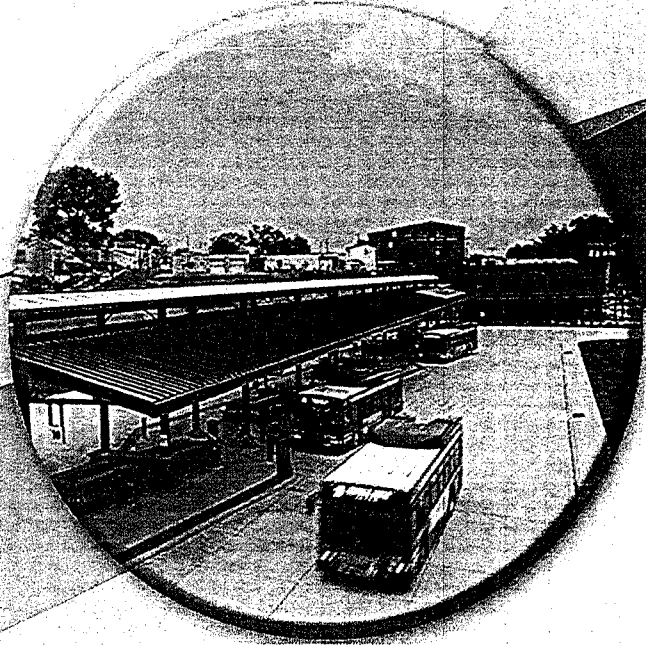
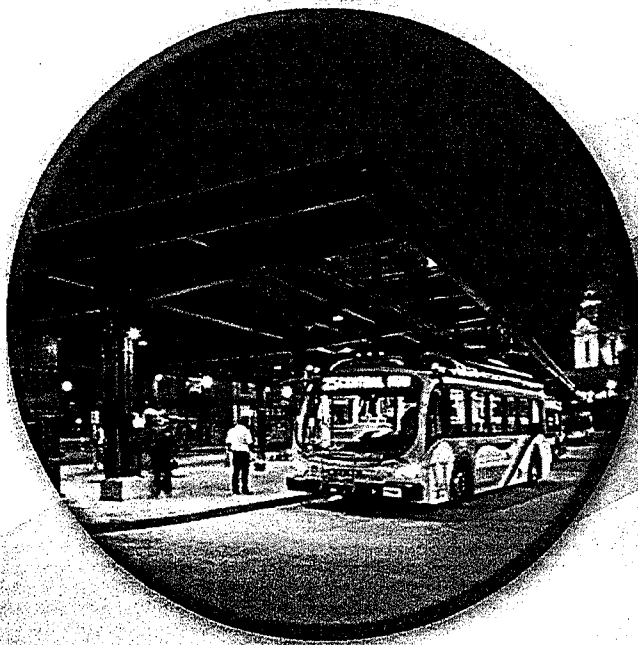


Request for Qualifications

# Architectural and Engineering Services

RFQ #2025-000000001

April 15, 2024



Architecture Associates, APC: 1904 Stubbs Ave., Monroe, Louisiana 71201 p 318.322.7158 w architectureassociatesinc.com  
WENDEL: 375 Essjay Road Suite 200, Centerpointe Corporate Park, Williamsville, NY 14221 p 877.293.6335 w wendelcompanies.com



April 15, 2024

City of Monroe  
Attn: Curt Kelly  
Purchasing Division  
1014 Grammont St.  
Monroe, LA 71201

**RE: REQUEST FOR QUALIFICATIONS RFQ #2025-1 ARCHITECTURAL AND ENGINEERING SERVICES**

Dear Members of the Proposal Evaluation Committee:

We are pleased to submit our proposal for the aforementioned project to the City of Monroe. We believe our team is uniquely suited for the design and engineering work to complete this vitally important project. Our design team provides you with transportation specialization, leverage in experience, and local perspective and involvement. Together, these benefits give you the best of technicality, design, and perspective.

Architecture Associates, APC has chosen to team up with transportation specialist, Wendel, for this project. Wendel has been master planning and designing transit facilities since 1975; it has planned or designed more than 125 public transportation facility projects nationwide over the past twelve years.

Working with Wendel provides the city with leverage in the technical aspects of transportation design. The Architecture Associates + Wendel team gives combined project experience and working knowledge of the design and construction of transit centers. Together, we will use our background knowledge, best practices, and lessons learned from numerous design projects to help the city move this project forward successfully.

In addition to the technical experience, you will benefit from Architecture Associates' experienced design locally. Architecture Associates has been practicing architecture in Monroe and the region for more than 60 years. Together with transportation design experts, Wendel, you receive experienced, specialized transit center expertise.

As the prime architect for this project, Architecture Associates will provide overall design management and be architect of record. Wendel will provide the following: design from transit center programming through the design development phase; project management and architectural design; cost estimating; and FTA compliance service. While working with Wendel throughout all phases of the project, Architecture Associates leads completes construction documents and construction administration.

Architecture Associates believes local participation and diversity is critical to the project's success. Therefore, it will include local civil engineer Kevin Crosby, PE, of Lazenby Associates and local structural engineer Don Arrington, PE, of H.E. Huey Consulting Engineers.



Other sub-consultants include Kimley-Horn for environmental documentation; Floyd Keels, PE, of Next Level Engineering for electrical design (DBE-certified); and EMA Engineering for mechanical and plumbing design.

Rounding out our team of sub-consultants is Fairpointe Planning, LLC (DBE-certified), for transportation planning and public outreach coordination; Main Street Connections, for Title VI Equity Analysis (required on all capital FTA projects); and Tracy Burns of Commercial Design Interiors for interior design (DBE-certified).

When you review our proposal, we think you will agree that we have a dedicated team. We are keenly aware that the agency staff involved with this project already have full-time work responsibilities, and therefore, you need a team that can work with you seamlessly. We commit to you that our leadership, project management, and design teams will focus on operating as an extension of your staff.

With years of FTA transit project requirement experience on hundreds of projects, our team will provide you with the right balance of architectural and engineering design expertise. We can also give you current working knowledge of the regulatory requirements so that your project is on schedule and within budget.

All the combined experience, skills, and knowledge gives the City of Monroe the best in transportation specialization, leverage, and local perspective. In addition, we understand the vital importance and impact this type of long-term investment has on stakeholders.

Architecture Associates and Wendel will create a design that fits the community while focusing on meeting the unique needs of the differing stakeholders. This goal means we prioritize operational functionality and safety throughout the design process and work closely and cooperatively with internal/external stakeholders to drive consensus for the right design solutions.

We can jumpstart this project by using Wendel's industry-leading "Immersion" process. It confirms the existing conditions and recommendations of the prior studies, begins the public engagement process, starts reviewing the preferred site, and generates conceptual alternatives. The Wendel immersion process gets the city to the next project phases so that there is no delay.

Our proposal contact is Fred Bennett, who can be reached by telephone at (318) 322-7158 ext. 101, or by email at [fred@architectureassociatesinc.com](mailto:fred@architectureassociatesinc.com). Ronald H. Reekes of Wendel can be reached by telephone at (804) 385- 3373, or by email at [rreekes@wendelcompanies.com](mailto:rreekes@wendelcompanies.com).

Sincerely,

Fred Bennett, principal  
Architecture Associates, APC

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01

# Overview of Firm and Project Understanding

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## Section 1

### Understanding of Project Requirements

Our Team understands that the City of Monroe Transit System seeks qualifications from a qualified team experienced with architectural and engineering design services to assist the City of Monroe in a project to design and construct a new transit center.

#### PROJECT MANAGEMENT

##### Managing the Project

When you select the **Architecture Associates + Wendel Team** you can rest assured a solid foundation will be put in place to start your project off right. We believe these first steps are not only necessary—but crucial to successfully plan, manage, and execute your project. We are in this together and we pledge to manage your resources to give you the best value and advance your project while keeping you fully informed of the progress and results along the way. For the **Architecture Associates + Wendel Team** the key is a well thought out establishment of a Project Management Plan and a properly planned and executed project kick-off.

#### PROJECT MANAGEMENT PLAN

##### Project Manager

In the Wendel project and service delivery system, the project manager is the catalyst for the communications, resource allocation, cost control, quality control, schedule adherence and risk management of the project. **Our project manager (PM), Elizabeth (Liz) Colvin.**

**Liz is a Senior Project Manager for Wendel. Her primary focus is project management of public transportation and corporate projects.** Liz's chief responsibilities include management of day-to-day project tasks, schedule and cost control, and managing activities of the project teams, consultants and client teams, and their stakeholders. With over 15 years of experience in project management she has the administrative leadership and communication skills necessary to provide a successful project outcome. Liz has been a PM on a number of transit facility projects, including the downtown Oneonta, NY Transit Center project currently nearing design completion. Architecture Associates will be assisting Liz throughout this process.

Supporting Liz is Ronald Reekes, who will be on point as the Principal-in-Charge at Wendel for all phases of this project. As Wendel's public transportation client sector leader Ron brings 38 years of engineering experience in the public arena. With a primary focus in city engineering, Ron's experience includes project development from planning and design through construction for many transit projects including transit centers, intermodals, operations and maintenance facilities, and BRT systems. His accomplishments and diverse experience include serving as general manager for a metropolitan transit system and his experience provides our clients with a comprehensive approach to total project management for municipal infrastructure projects.

Fred Bennett of Architecture Associates will be assisting Ronald throughout this process.

**S**TRONG PROJECT  
Managers create solutions when faced with unforeseen situations using tools and technology to help avoid or minimize unexpected impacts.

## PM STRUCTURE / ORGANIZATION

Every person at every level of our team and organization is part of our project delivery system. Over the years we have been developing and continuously improving a company-wide Project Management Office (PMO) that provides our project managers and staff with a consistent, robust project management system that serves as the foundation of our project delivery system. The PMO provides a framework for the processes and the tools for integrated project management for all aspects of the job: planning, monitoring, controlling and communication. The PMO is intended to serve as a road map for the proactive integration of critical management activities throughout the project life cycle.

Wendel will lead preparation of a customized detailed project work plan that will include the following:

- Preparation of project work breakdown structure (WBS) by phase and task.
- Development of a project interdependency chart which defines the interdependent activities of all team members and stakeholders with respect to WBS activities.
- Preparation of a detailed project network diagram and project schedule with critical milestones.
- Preparation of scope / requirement communication plan with change control procedures.
- Development of project budget and tracking procedures.
- Project work package and deliverable definition and development.
- Establish a quality management review plan and approval processes that includes appropriate City of Clarksville and CTS staff.
- Establish Communication Protocols, frequency of communication and appropriate tools for communicating.



To kick-off the project and get a running start on the schedule, we propose using Wendel's unique "Immersion" Process—a key to a quick and efficient start and sustained momentum for the remainder of the work effort!

As we begin the project the team will prepare project Work plans for the different phases of the project. Where there are coordination opportunities with our team and stakeholders, we will jointly manage them together to gain project efficiencies.

The purpose of the **Immersion** process will be to confirm the facility program needs and how this will be accommodated on the proposed location. As we complete the final space program for the bus slips, passenger station and potential consolidation of the administrative offices and dispatch at the new transit center, we will evaluate various conceptual design options and phasing plans, before moving into environmental review and preliminary design.

**This highly effective Immersion process brings together our entire multidisciplinary team of consultants with the client and key stakeholders at the outset of the effort to target issues and opportunities that will impact and influence the direction of the project. At the same time, we can confirm the design program with both short term and long-term goals for the project.**

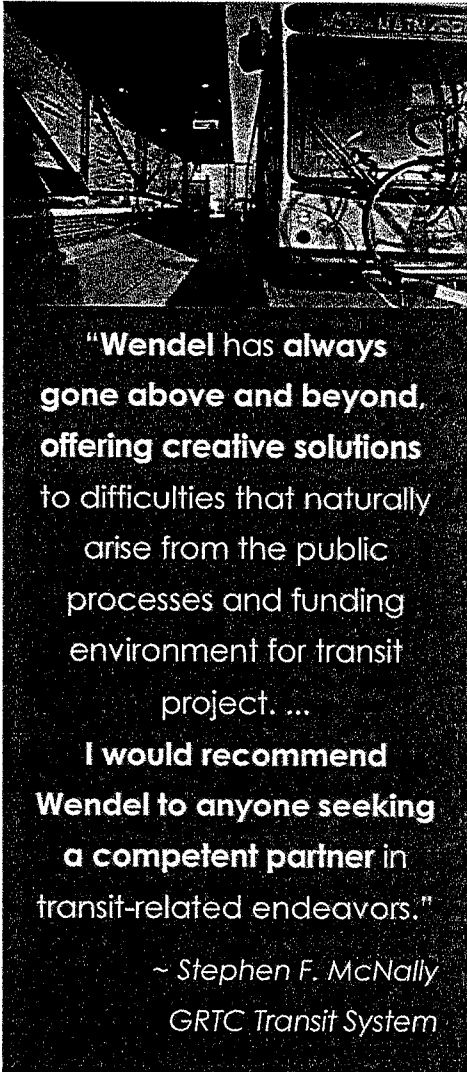
We will need to quickly address the physical, functional, and operational parameters for the project and refine the vision, goals, and necessary outcomes for your project. The critical Immersion information will be reflected in a much more efficient and cost-effective use of the City of Monroe and MTS staff and consulting team participants. The **Immersion Process** will be administered on-site over a 2–3 day period depending on the amount of work that can be accomplished before-hand with space program questionnaires and understanding of previous work. With a lot of information sharing up front we will be able to likely do more of the early-stage review in virtual meetings as we review the prior program and study results. As well we will keep an eye towards conformity to the downtown business planning objectives the City and Transit operation has for the project as well as other relevant studies that may impact the project.

## PROJECT KICK-OFF MEETING

Our team will first schedule a virtual kick-off meeting and a complete a review of existing documentation and any new information that the City of Monroe and MTS deems necessary to share.

Our recommended agenda items for the virtual kick-off meeting will include:

- A. Team introductions
- B. Discuss parameters and timelines for the work that needs to be performed.
- C. Develop a project goal statement that defines the project's objectives.
- D. Identify project team members and decision-making structures.
- E. Establish lines of communication and reporting formats.
- F. Establish a regular progress meeting schedule for after the kick-off and immersion.
- G. Identify pertinent project information and existing documents that need to be obtained.
- H. Confirm the overall project schedule, key milestones, and deliverables.
- I. Confirm project funding and budget.
- J. Review the design tasks and deliverables from RFQ.



**"Wendel has always gone above and beyond, offering creative solutions to difficulties that naturally arise from the public processes and funding environment for transit project. ...**

**I would recommend Wendel to anyone seeking a competent partner in transit-related endeavors."**

*~ Stephen F. McNally  
GRTC Transit System*



After the project kick-off meeting, our team will coordinate an immersion schedule with City of Monroe and MTS project leadership and other key staff. Meetings will be coordinated when it is most optimal to have staff available to meet for individual, group, and public outreach sessions. The schedule will be developed well in advance, enabling key staff and stakeholders to attend. As a result, staff will not need to be continually present for all meetings or working sessions.

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## DATA COLLECTION AND EXISTING DOCUMENT REVIEW

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The Wendel team, along with Architecture Associates, will request and review all relevant information provided as a result of the project kick-off. This would include:

- A. Documentation supporting and describing the grants received for the project.
- B. Documentation of any relevant LA DOT, FTA, other communications or NEPA correspondence including classification determination.
- C. Existing documents for the proposed site.
- D. Right-of-way and property information not included with GIS research.
- E. Survey, zoning data and other map data for the project.
- F. Applicable codes and local site plan approval processes.
- G. Any other available environmental information.
- H. Other documentation suggested by the City of Monroe or MTS.

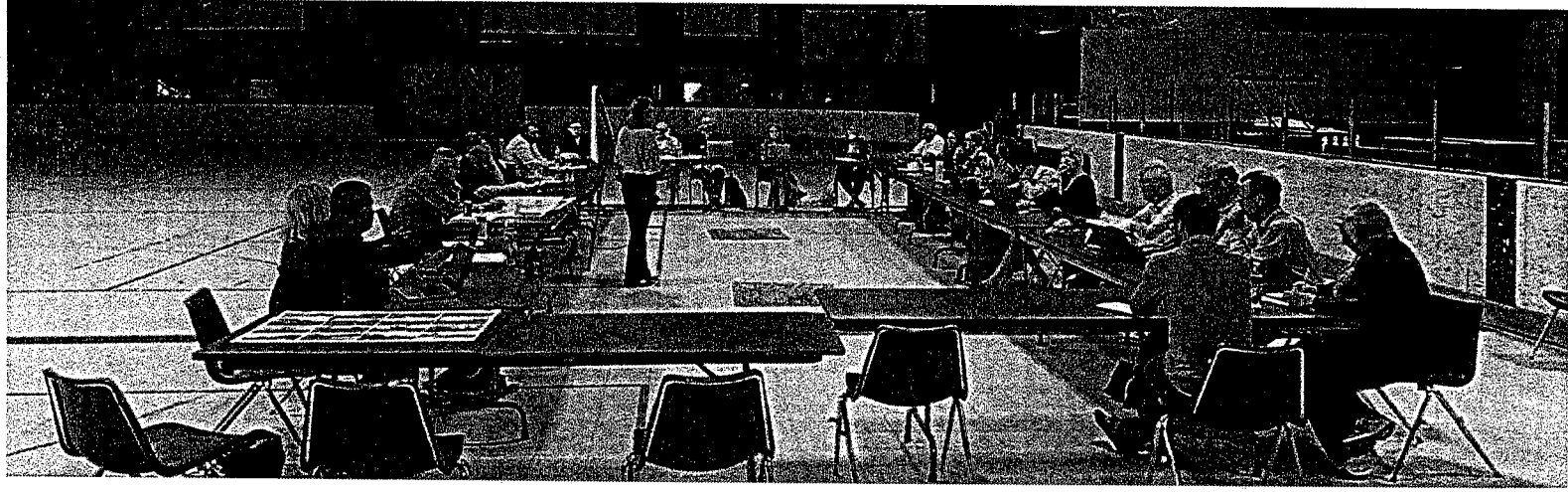
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## IMMERSION ON SITE

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The team will start the onsite in-person Immersion Process led by **Wendel**. Our experience has proven that this process is extremely effective in fact gathering and efficient decision making so real concept design progress is made in a concentrated time-period while allowing you to have our project team's undivided attention focused only on your project.

**During this Immersion period, in conjunction with the appropriate city and transit staff, the team will hold a series of scheduled and organized project meetings and working sessions allowing for program confirmation, immediate input, feedback, and Q & A.**



As the Immersion schedule progresses our team will also perform work that is confirmatory in nature making certain to capture any changes or different conditions today that would change any of the previous considerations and outcomes, including in this phase soliciting important feedback from additional Public Outreach processes on what the community desires in this important facility. Some activities will include:

- A. Walking the proposed site
- B. Conducting user group interviews with key City and MTS management and operations staff.
- C. Review of the recommendations of prior transit center and COA studies.
- D. Review existing conditions of the proposed site, impacts on vehicle operations, passenger flow and amenities.
- E. Conducting adjacent land use analysis and multimodal traffic data analysis.
- F. Develop Functional Design Criteria to inform recommendations for construction of the new building and site.
- G. Prepare an updated Facility Program summary that evaluates current needs and forecasts space programming needs for customers, drivers, and other staff; utility capacity and connections; functional space requirements for transit and operations; other equipment and operation needs.
- H. Review of current zoning regulations and applications that apply to the site as well as surrounding residential and business locations.
- I. Code issues such as ADA compliance and applicable building codes; and permitting and approval requirements.

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## **PUBLIC OUTREACH**

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Public Outreach will be coordinated by our subconsultant **Fairpointe Consulting** and conducted during the Immersion process. Our plan will be tailored to ensure strong support with stakeholders.

With the nature of Monroe's historic downtown and important properties near the proposed transit center location, it will be very important to engage early in the design process to ensure designs meet necessary standards.

The processes we have used before in the other projects includes first developing a Stakeholder Database, Public and Stakeholder meetings backed by timely and informative engagement and supporting materials provided through press releases and social media work well and we envision the same types of methodology for your process.

Before any outreach is conducted, our Public/Communication Participation Plan will be



developed and presented for review and input. Our plans are designed to be proactive in that we seek to educate and request input rather than react to already developed ideas. Using established community and civic organizations as well as effectively leveraging social media are two means in which to better inform the public and all stakeholders.

There are some key points we think will be important in the public outreach and community feedback that we want to highlight including:

- Seek stakeholder members that reflect the community diversity to ensure that all needs and concerns are explored, and all voices are heard.
- Communication strategies that encourage and enable wide public participation. This includes paying close attention to, and developing tactics to address, potential socio-economic, technology limits, educational, literacy, ESL, physical limitations, and other barriers to participation.
- Include strategies for virtual outreach such as the use of Zoom for stakeholder and public meetings used in combination with in-person events.

One discovery we noted during project work like this during the pandemic was that the use of technology could increase public participation.



Finally, after carefully assessing with you what project needs are most important in the Public Outreach process, and as we move into design, we may recommend additional strategies as budgets allow such as development of a dedicated project webpage or standalone site to highlight the project, pop-up events to gather community input beyond the traditional public meeting space, development of a project e-newsletter to keep interested stakeholders informed as the project progresses into preferred local alternative selection and design concepts.

Our test fits and conceptual design alternatives will serve to inform and gather input. As this portion of the Immersion Process concludes, a final meeting will be held to summarize initial Public Outreach and other information learned during the Immersion Process.

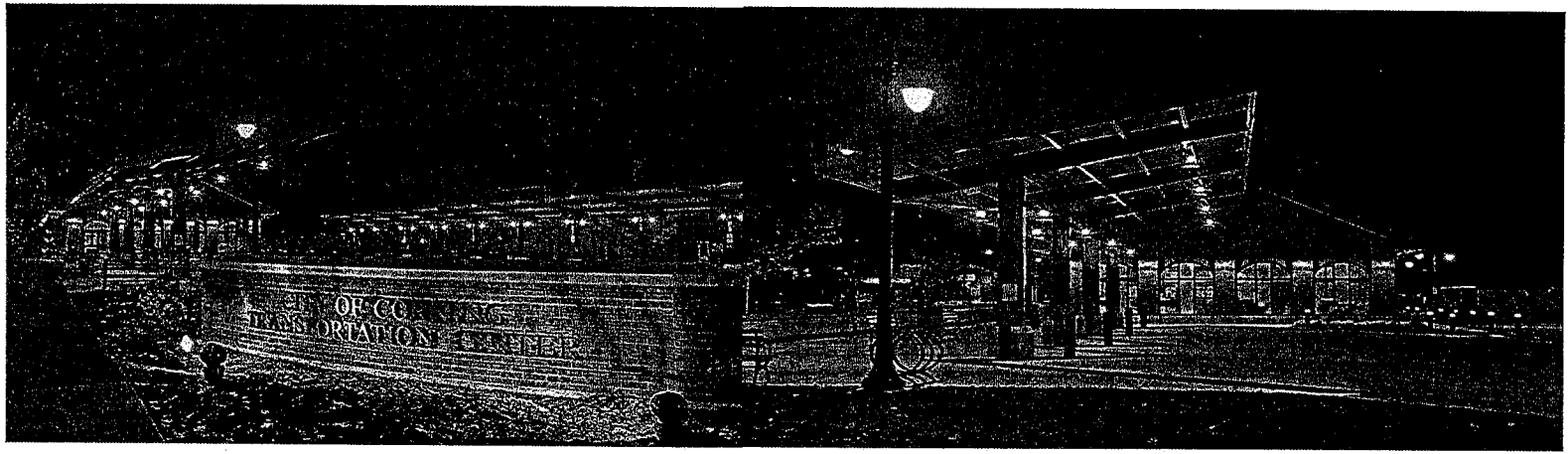
As the Immersion exercise concludes, this is a good point to solidify preferred design concepts and identify next steps, actions, and responsibilities, review and discuss project milestones, and kick-off the next design steps. Future Public Outreach activities, any required presentations and attendance at appropriate future committee meetings will be discussed to continue moving the project requirements forward.

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## CONCEPTUAL DESIGN ALTERNATIVES

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The conceptual design of the Monroe Transit Center is meant to inform and visualize what the design team has discussed in visioning sessions and reflecting the space program. In 2D, a layout will show the location of buildings, bus slips, as well as access points off the roadways and the concept begins to bring life to ideas. A 3D model further enhances the ability to visualize what the overall project will be on the proposed location. Concept designs should be considered no more than 10% total project design but providing sufficient information to inform many requirements for environmental and grant requests. The model will show how all the transit center elements and structures form a cohesive design that meets the elements of the program in an inventive and creative setting.



The concept design along with the space program, and traffic data all begin to inform the NEPA process to provide enough context for the appropriate NEPA decisions. The concepts we propose will include the following:

- A. Developing a prototype facility plan (conceptual) with cost estimates based on cost per square foot factors for the various functional building and site areas.
- B. Develop at least two (2) conceptual layout alternatives based on the Facility Program Summary and any updates to the needs assessment and selected site. These should include information such as site and building layout, flow diagrams, site access, sight distances, locations of utilities and parking, and any other information needed to complete the environmental assessment and move into schematic design.
- C. Assist the City of Monroe and MTS to evaluate and select the preferred conceptual layout. Predetermined evaluation criteria could be used to help with this exercise. Include any planning-level phasing for the chosen design scenario to allow the least disruption during construction.

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## **ENVIRONMENTAL AND TITLE VI DOCUMENTATION**

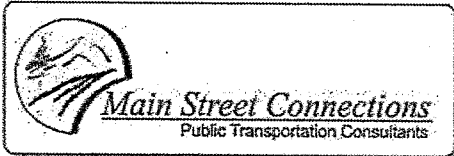
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Subconsultant **Kimley Horn** will conduct the required **Environmental Documentation services**. As our Immersion wraps up and concept designs begin to take shape, Kimley Horn will lead the charge to prepare the appropriate environmental document for FTA review. Before doing this, a request to the FTA Region will be initiated to determine the appropriate NEPA classification. Based on our experience, the Documented Categorical Exclusion (DCE) would be the choice, however we will defer to FTA for their decision through the request to initiate NEPA process. Kimley Horn will prepare environmental documentation for the project in accordance with Federal Transit Administration National Environmental Policy Act Regulations 23 CFR 771.119) and FTA Circular 5620.1. and preparation of any categorical exclusion (CE), environmental assessment (EA), finding of no significant impact (FONSI) or environmental impact statement (EIS) document under the requirements of Federal Transit Administration's National Environmental Policy Act regulations (23 CFR 771.119) and guidance (FTA Circular 5620.1).

**Kimley»Horn**  
**Lazenby & Associates, Inc.**

**Our subconsultant Jennifer Thorne at Main Street Connections has worked with our team on a number of transit projects.**

- i. Main Street Connections, will perform the Title VI Equity Analysis required on all capital FTA projects. The preferred site will be reviewed for its unique location and size for the proposed use and ease of access to transportation corridors in conformance with Title VI regulations.
- ii. She will examine population data that provides the composition at the census tract or block group level for the site, that provides the population totals, population density, and population by race and origin for the site. The socio-economic information provides median household income, labor statistics, level of poverty, and housing information for the site within the municipality.
- iii. The transit equity analysis will compile this information to ascertain if a disproportionate burden or disparate impact exists at the site for the transit facility. Once complete, the transit equity analysis will provide a comprehensive land use narrative to represent whether or not a disparate impact or disproportionate burden exists.



Once the NEPA document has been prepared with all required documentation plus the Title VI EA analysis, MTS may wish to have a Public Information meeting to gain feedback on these items as well as the preferred concept developed. This would be a good opportunity to receive input and add to the NEPA for community engagement. With this in hand, MTS may submit to FTA for their concurrence.

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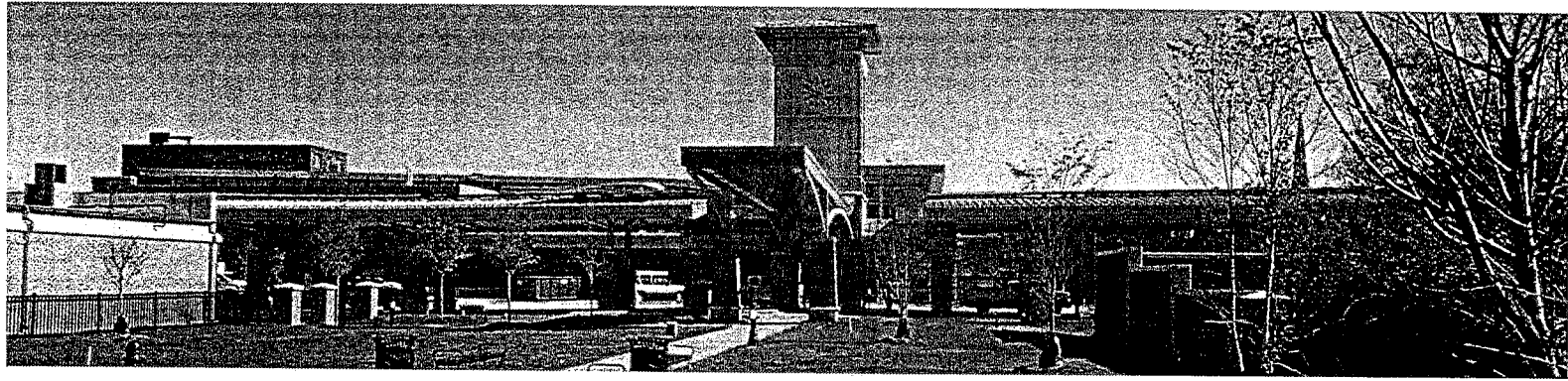
## **MILESTONE 1 - SCHEMATIC DESIGN**

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FTA will allow grantees work on the project to continue up to the 30% level before having the NEPA accepted, but no further. From the approximately 10% concept design, we will take the preferred concept to schematic design or 30% level. This level of design will better inform you the client on the look, shape, materiality and give our estimators enough information to accurately forecast the cost.

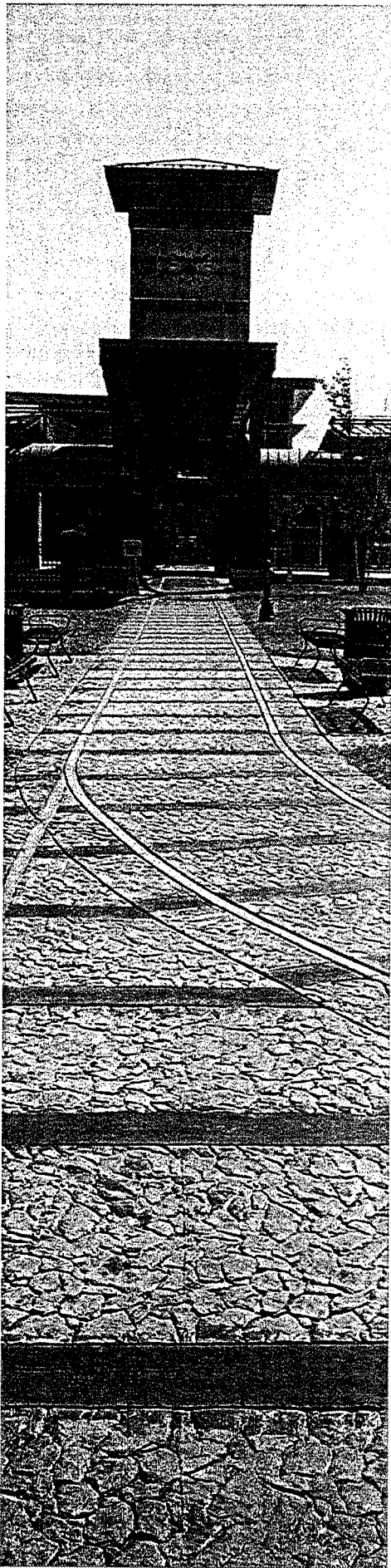
The Architecture Associates + Wendel team, along with our **subconsultants Kimley Horn and Associates and Lazenby and Associates will complete site survey and mapping, geotechnical investigation, utility assessments, and other technical studies, as required for kicking off this task.** As we start Schematic Design, the team will assist the City in determining whether sustainability Certification is desired and any proposed certification level for the proposed facilities. Wendel's Christopher Osterhout LEED AP, BD+C has a wealth of experience with Sustainability to advise the City and MTS as we investigate the appropriate level of certification, if any, as well as the probable costs associated with certification. Wendel has a deep portfolio of LEED certified projects including Platinum and Gold. But just as important all of our projects include sustainability as a matter of good design. Whether the client chooses to seek certification or simply wants to enjoy the benefits of a sustainable design we offer several ways to achieve this result.

Even if LEED certification is not desired, walking through this process with you, every attempt will be made to identify energy and resource-conserving measures which can be accommodated into the project, at minimum cost impact.



Moving forward into Schematic Design we will provide the following:

- A. A coordinated schematic level (30% approximately) design package with the following:
1. Cover sheet
  2. Index of drawings
  3. Site and adjacent infrastructure survey
  4. Site / Civil drawings
  5. Site utility distribution systems, including preliminary site lighting, etc.
  6. Architectural plans, elevations, sections, and other typical details pertinent to feature designs
  7. Design narratives and analysis, separately bound and labeled and sufficiently complete to permit review of:
    - i. Structural systems and materials including building, bus canopies, etc.
    - ii. Architectural systems and materials
    - iii. Mechanical, electrical, plumbing and fire protection systems
    - iv. Any special systems, components, and materials
    - v. Building and site security systems
  8. Initial Code Analysis
  9. Geotechnical reports
  10. Materials Testing reports, if any
  11. Opinion of Probable Costs
  12. Perform a quality assurance/quality control review of the deliverables and address internal comments prior to submission.
  13. Attend and lead in-person meetings with the client during this phase to address and/or review specific items and information as developed and/or becomes available.
  14. Attend and lead one (1) in-person meeting with the client to discuss and review schematic design, costs, and obtain feedback and input. Upon the start of Design Development phase, the AA-Wendel Team will incorporate all comments from stakeholders as well as public information meetings. In addition to review of the deliverables, discussion will also include:
    - a. Thoughts/recommendations on scope changes,
    - b. Conduct a value engineering session for the project to determine if an improved and more cost-efficient product can be achieved.



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## MILESTONES 2,3,4 - FUTURE DESIGN PHASES

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### DESIGN DEVELOPMENT

The **Architecture Associates-Wendel** team will advance the approved schematic design, including agreed upon 30% review comments, through 60%, complete design and engineering for the first construction phase and if required create a detailed construction phasing plan with cost estimates for each phase. Ensure all necessary reviews and approvals for development are submitted to the appropriate authorities having jurisdiction.

- A. Bi-weekly virtual and in-person review sessions will take place to allow the city as well as other stakeholders to check progress of the design and discuss and obtain ongoing direction and concurrence. These meetings will be in addition to reviews at the schematic (30%) and 60%, design levels. They will also include discussion and recommendations for any potential scope changes, implementation of value engineering recommendations, and phasing to remain within the available project budget. At least two (2) in-person full review meetings are included in this phase, one at 45% and one at 60%.
- B. For the approximate 60% drawing sets, architectural and engineering design packages will include the following:
1. Site / civil plans which show elements of construction layouts, grades, and elevations. Show easements, hardscape, infrastructure to support the building and site drainage systems, and public and private site utilities. Include zoning code requirements, setbacks, and project compliance information. Roadway access plus any street improvements will be included in this design phase including coordination with other agencies as required.
  2. Provide a list of required agency approvals and permits that will be required on the project.
  3. Landscape design, including a preliminary plantings list.
  4. Architectural plans, enlarged plans, elevations, building sections, wall sections, details, and schedules, canopy, and platform designs. The Revit model will include building systems and other elements for coordination between disciplines.
  5. Signage plans and details.
  6. Life safety code compliance plans showing the life safety code requirements and illustrating compliance.
  7. Structural plans, sections, and details, including foundation systems.
  8. HVAC, plumbing, and fire protection plans, schedules, and details to the extent necessary to describe the complete systems and major pieces of equipment.
  9. Lighting, power, communication and security plans, schedules, and details to the extent necessary to describe the complete electrical systems and major pieces of equipment.
  10. Probable construction cost estimate, with quantified items for each aspect of the work, including utility construction costs. In conjunction with the Owner, identify soft costs have a complete and total project cost estimate.
  11. Preliminary Construction Schedule
  12. Draft Technical Specifications
    - i. Draft Table of Contents will be developed and provided at 60% design
    - ii. Draft technical specifications (including DIV 01) will be developed and provided at 60% design

13. Review sustainable design initiatives undertaken during 60% design are in conformance with City initiatives if any.
  - i. This includes an evaluation summary and recommendations.
- C. Renderings: Four (4) or possibly five (5) renderings will be provided. Two (2) renderings for the transit center canopy, platform and building plus one (1) site rendering. Other renderings and their viewpoints will be discussed.
  - i. Perspectives/views can be discussed and agreed upon at the appropriate time.
- D. Perform a quality assurance/quality control review of the deliverables at 60% and address internal comments prior to submission.
- E. Finalize site plan approval submission documents and submit for review and approval at the completion of 60% design.
  - i. Attend required meetings during the review and approval process.
  - ii. Respond to comments and revise the documents (two rounds included).

### FINAL DESIGN, BIDDING, AND CONSTRUCTION DOCUMENTS

A 90% complete architectural and engineering design documents will be prepared for approval by the City and other stakeholders as may be required. Following incorporation of funding agency comments, plans, specifications, and estimates, the documents shall be completed to 100% and suitable for bidding and construction.

- A. Final drawings and specifications shall set forth in detail the requirements for the construction of the entire project, including necessary bidding information. The **Architecture Associates-Wendel** team will prepare the complete bid package. The final design shall bring to completion and include the items outlined in the 60% design phase to a 95% complete set of documents. This set will include:
  1. Title sheet with key and location plans in sufficient detail and clarity indicating the surrounding area. Vicinity map if required.
  2. Site plans, including contours, property and easement lines, benchmarks, structures, buildings, pavement types and limits, drainage, utilities, and other features which define the existing site, the proposed construction, and final configuration. The plan and profile of underground utilities and invert elevations of storm drains, if any, shall be shown.
  3. Plans, profiles, details, and typical sections necessary to define the site work.
  4. Architectural, civil, structural, HVAC, plumbing, fire protection, electrical lighting/power/communications/security, drainage, landscaping, and signage plans, sections, and details.
  5. Technical Specifications
  6. Preparation of Special Conditions, as required.
  7. An estimate of quantities and final cost estimate, including unit prices where appropriate, along with documentation of analysis used to establish unit and lump sum prices.
  8. A total project cost summary, including soft costs.
  9. Utility agreements (if required), plans, and evidence of coordination with utility companies and facilities affected by the project.
- B. Perform a quality assurance/quality control review of the deliverables at 95% and 100% complete design and address internal comments prior to submission and bid
  1. Permit documents will be signed and sealed by licensed professionals on the **Architecture Associates - Wendel** team and submitted to the appropriate agencies as required (i.e. building permit) including up to two rounds of comments and responses to obtain permit approval.

## BIDDING DOCUMENTS

- A. Develop and finalize a bid package, in coordination with the City's Procurement including Div 00 and 01 for front end documents.
  - 1. Bid invitation will be submitted if required to other agencies for review and comment prior to advertisement.
- B. Prepare agenda for and attend a pre-bid meeting and prepare meeting minutes.
- C. Prepare bid addenda as necessary. Should significant revisions arise during bidding, drawing sheets will be revised and reissued as a conformed construction set prior to the start of construction.
- D. Review bid submissions for responsiveness and make recommendation for construction contract award to the City of Monroe.

## CONSTRUCTION ADMINISTRATION AND COMMISSIONING

The Architecture Associates + Wendel team provides construction administration for almost all the projects we design. From reviewing RFI's, to submittals to shop drawings as well as providing onsite review of compliance, the Architecture Associates + Wendel team will remain your partner through construction and building occupancy. The design team will provide comprehensive construction administrative services as described below during the construction schedule.

- A. Review preliminary progress schedule, schedule of values, submittals, shop drawings, and subcontractors list, and permit documents.
- B. Review and disposition of vendor and contractor submittals.
- C. Perform monthly site visits throughout construction at appropriate points/ milestones during construction per discipline (architect, MEP engineers, structural engineer, civil engineer, landscape architect).
- D. Perform one (1) final site visit and punch list preparation.
- E. Prepare as-built drawings based on contractor-provided red-line drawings
- F. Complete as-built drawing of site improvements and update any easements
  - 1. Survey team to obtain shots on key locations and new structures, then mark up the design elevations.
  - 2. Design team to incorporate those mark-ups in the final as-built drawing set.
- G. Prepare and submit final documents to agencies as required.

## CONSTRUCTION OBSERVATION

- 1. Conduct weekly on-site construction coordination meetings with the owner, Design Team and Prime Contractor and issue meeting minutes.
- 2. Coordinate Owner's 3rd Party inspections, Materials Testing, and Special Inspections work with the Prime Contractors.
- 3. Monitor and facilitate the RFI, submittal, shop drawing process
- 4. Negotiate change orders with Prime Contractor if required.
- 5. Prepare construction logs.
- 6. Review the contractor's monthly applications for payment.
- 7. Facilitate construction close-out procedures including assembling of lists, operations and maintenance manuals, record drawings, warranties/ guarantees, Mechanical and electrical system commissioning (as required), start-up and testing, training, etc.
  - i. Recommend issuance of notice of substantial completion, compile and track completion of punch list.
  - ii. Obtain facility manuals from contractors for owner
  - iii. Process final payment, release of liens and other forms
  - iv. Preparation and implementation of commissioning appropriate equipment/other)
  - v. Secure payment certificates of occupancy for the project.

**W**e provide construction administration for almost all the projects we design. Our team will remain your partner through construction and building occupancy.

02

# Organizational Chart of Team

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# Organizational Chart of Team



**Fred Bennett, Architect**  
Principal-in-Charge/ Manager

**Ronald Reekes**  
Principal-in-Charge/ Manager

**Elizabeth Colvin**  
Senior Project Manager

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## ARCHITECTURE

**Sean Beachy, AIA, NCARB**  
Project Architect/ Wendel

**Jeana Stright, RA**  
**LEED AP, WELL AP**  
Staff Architect/ Wendel

## ENGINEERING SUBCONSULTANTS

**Kevin Crosby, PE**  
Lazenby Engineers  
Civil Engineering

**Floyd Keels, PE**  
Next Level Engineering (DBE)  
Electrical Engineering

**EMA Engineers**  
Mechanical and Plumbing  
Engineering

**SE Huey Consulting Engineers**  
Structural Engineering

## OTHER SUBCONSULTANTS

**Kimley-Horn Associates**  
NEPA

**Fairpointe Planning, LLC**  
Public Outreach (DBE)

**Main Street Connections**  
Title VI

**Commerical Design Interiors**  
Interior Design (DBE)

03

# Project Managers

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# Fred E. Bennett, AIA

Monroe, LA

## Principal Architect

Fred is a principal architect and owner of Architecture Associates in Monroe, Louisiana. He has 25 years of architectural and planning experience in commercial, educational, transportation, hospitality, and multi-family building types. Fred's broad project experience along with his design expertise, make him a valuable asset to any project.

### PROJECT EXPERIENCE

#### **City of Monroe, Proposed Transit Station for MTS, 2022**

Preliminary site planning for the 12,000 sf transit station for the city's new transportation facility. The proposed site incorporates passenger parking areas and drives, auto charging stations, bus slips, passenger amenities, and the two-story transit building.

#### **City of Monroe, Forsythe Park Tennis Clubhouse/Event Center**

Architecture Associates provided building design for the project clubhouse. The project is currently under construction with a completion date scheduled for fall 2024.

#### **Monroe City Schools, New Multi-Purpose Building at Sallie Humble Elementary**

Architecture Associates provided complete project design for this \$6 million dollar two-story facility. This project is currently under construction with a completion date scheduled for December 2024.

#### **Frances Tower Restoration, Monroe Housing Authority**

Architecture Associates provided exterior restoration design for this 11 story historic Monroe landmark.

#### **Neville High School Restoration and Renovation**

Architecture Associates provided building design for this \$7.5 million dollar restoration project in 2016. The school was selected by Architectural Record as the most beautiful public high school in Louisiana.

### TRANSPORTATION PROJECT EXPERIENCE

#### **City of Monroe, Monroe Airport Terminal**

As a consultant to the LPA Group, Architecture Associates assisted with project programming, design development, and construction administration for this \$34 million dollar transportation project in 2010.

Fred also has previous extensive transportation project experience while working at firms in the Dallas-Fort Worth area many of which include transit stations. These projects include:

- DFW 2E AMR Eagle Bus Station
- AMR Eagle Bus Station at O'Hare Int'l Airport, Program Study
- Trinity Railway Express Station Study for HZ, Fort Worth, Texas
- Building 53 Delta Aircraft Parking Plan at JFK
- DFW Terminal 2E Reconfiguration
- MIA Terminal Planning Study
- Terminal Planning Study for Yuma Int'l Airport
- Airport Terminal Planning Study for Erie, PA

#### Principal

#### Education

Bachelor of Architecture, Louisiana Tech University

#### Registrations:

LA, TX, FL, MS, AR  
Current: LA

#### Years of Experience

25 years

1904 Stubbs Ave., Monroe, LA

**architecture  
associates**



**Principal**

**Education**

BS, Management Science, James  
Madison University

**Years of Experience**

39 years

## Ronald H. Reekes

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### Principal-in-Charge

As a seasoned project manager with over 30 years of public engineering experience in the public arena, Ron brings a unique perspective to Wendel's project management team. With a primary focus in city engineering, his experience includes project development from planning and design through construction for projects including street and roadway design; traffic engineering; water, wastewater, and stormwater management; and landscape design. His accomplishments and diverse experience, including serving as general manager for a metropolitan transit system, provide our clients with a comprehensive approach to total project management for municipal infrastructure projects.

#### PROJECT EXPERIENCE

**West Virginia DOT, Bluefield Area Transit (BAT), Transfer Center, Bluefield, WV:** Wendel provided architectural design services for a state-of-the-art transfer station for BAT. The center includes a passenger waiting area, passenger amenities, customer service area, driver amenities, offices, and six saw tooth bus slips, two layover bus bays, and 25 personal vehicle parking spaces.

**Chatham Area Transit Authority (CAT), Intermodal Station, Savannah, GA:** Design team for CAT's new transit center that accommodates both CAT and Greyhound services, incorporates multiple modes of transit on a completely accessible site, and provides an iconic canopy design to foster civic pride.

**Virginia Tech, Multi-Modal Transit Facility, Blacksburg, VA:** The goal was to develop a concept plan for an environmentally sustainable, LEED Silver or higher, intermodal transit/transfer center for Blacksburg Transit located near the heart of the Virginia Tech Campus. Wendel's initial task included a review, evaluation and update of the project prospectus, and an evaluation of the route recommendations prepared for the proposed facility.

**City of Birmingham, BRT Station & Terminus Design, Birmingham, AL:** Design and construction services for 12 BRT stations in the downtown area and two terminus stations that anchor each end.

**Greater Richmond Transit Company, Downtown Transfer Center, Richmond, VA:** Site selection and design of a new city bus intermodal facility for city buses, two articulated, 60' buses and two 25' vans, and requires approximately 50,000 sf of space.

**Greater Lynchburg Transit Company, Kemper Street Transfer Facility, Lynchburg, VA:** Wendel designed GLTC's new transfer center that included passenger waiting area, restrooms, vending, customer service area, driver's lounge as well as a community room for events and meetings.

**City of Petersburg, Intermodal Transit Center, Petersburg, VA:** Site selection and full-service design for a facility that expanded transit service in the area. Project includes a 15-bay center and 200-car parking ramp.



# Proposed Key Team Members

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**Associate Principal**

**Education**

BS, Business Administration, The State University of New York at Brockport

**Years of Experience**

18 years

# Elizabeth C. Colvin

## Senior Project Manager

Liz is a Senior Project Manager for Wendel. Her primary focus is project management of public transportation and corporate projects. Liz's chief responsibilities include management of day-to-day project tasks, schedule and cost control, and managing activities of the project teams, consultants and client teams, and their stakeholders. She has the administrative leadership and communication skills necessary to provide a successful project outcome. Liz is an agile project manager who is able to adapt to any situation. She is a member of the Project Management Institute (PMI) Buffalo Chapter where she continues to learn and grow her skill set.

### PROJECT EXPERIENCE

**City of Corning, Transportation Center, Corning, NY:** Site selection verification, programming and design of new 5,000 sf intermodal station that incorporate the city's "old and new" architectural contexts.

**City of Oneonta, Transit Hub Study, Oneonta, NY:** As part of the City of Oneonta's Downtown Revitalization Initiative (DRI), the city was awarded FTA and NYS DOT grant funds to design and construct a new transit hub and improve the existing parking structure. Wendel was tasked with completing a conceptual planning study for a new consolidated multi-modal transit hub and welcome center, including an assessment of the existing parking structure. The goal of the center is to consolidate the regional carriers into one building and provide a welcome center and amenities for riders.

**City of Greenville, Intermodal Facility Site Selection, Greenville, SC:** Wendel worked with Greenville Area Transit to select a preferred site and help define the program's needs. Wendel then designed multiple site options for review by GREAT. The preferred layout included a two-story layout for the facility that suggested a direct connection to ECU's Student Recreation Center. The site configuration provided space for City, University, and Intercity bus bays and shuttles.

**Capital District Transportation Authority, CDTA-Schenectady Intermodal Station-NYS Dot, Schenectady, NY:** Design of a new Amtrak station and passenger boarding platforms. The station provides linkages between various transportation modes. A pedestrian plaza is proposed to link an existing transit stop with the new station.

**Broome County Transit, Intermodal Transportation Terminal, Binghamton, NY:** Design and construction of a new facility that consolidated local and commercial line bus service. The 20,000 sf terminal includes a mixed-use component for future expansion.

**Washington Metropolitan Area Transit Authority (WMATA), Cinder Bed Road Bus Garage, Lorton, VA:** Design for a new 80,000 SF administrative and maintenance facility to accommodate 160 diesel, hybrid and CNG buses. The project achieved LEED Gold certification.





## Sean B. Beachy, AIA, NCARB

### Senior Architect

Sean is a Registered Architect with more than 40 transportation projects in his national portfolio. Sean is an accomplished and strong leader in public transit design. His passion and enthusiasm for transit fosters successful collaborations among the community, clients, and design teams. He is detail oriented and yet able to keep the big picture clearly in mind. Sean values improving the quality of public transit for the community's benefit and views this as the basis for increasing ridership. He is committed to implementing innovative details such as green design elements and exploring strategies for improving natural lighting and ventilation in bus maintenance facilities.

#### Principal

#### Licenses & Certifications

Registered Architect, AL, CT, DC, DE,  
FL, GA, KS, KY, MA, MD, MI, NC, NJ,  
NY, PA, RI, SC, TN, TX, VA, WV

NCARB

#### Education

MS, Architecture, University of Notre  
Dame

BPS, Architecture, State University of  
New York at Buffalo

#### Years of Experience

24 years

#### PROJECT EXPERIENCE

**WeGo Transit, On Call Services, Nashville, TN:** Wendel and our sub consultant team are providing on-call architecture and engineering services for Nashville MTA and RTA of Middle Tennessee. To date, projects have included concept designs and studies for multiple transit-oriented developments located in and around Nashville. A project to replace the three existing passenger canopies at the WeGo central facility has completed concept design and will continue into final design and construction.

**Birmingham-Jefferson County Transit Authority, On Call Professional Services-Operations & Maintenance Facility Replacement Project, Birmingham, AL:** BJCTA hired Wendel as part of a term contract with a task order to do preliminary design through schematic design. As part of the task order, the team did a site assessment and site selection, including a NEPA evaluation and conceptual design for a new 200-bus facility. The project is currently under design as BJCTA works through property acquisition and will be finishing schematic design this fall.

**FRED Regional Transit, Bus & Vehicle Maintenance Facility, Fredericksburg, VA:** FRED Transit was in need of a new bus maintenance facility and had identified a potential 4-acre site. The site was constrained and featured two existing pre-engineered buildings that had to be converted into a maintenance facility and an operations center. Master plan, design, renovation and construction of existing pre-engineered metal buildings to house new maintenance and operations buildings, design through construction administration.

**Pioneer Valley Transit Authority, Facility Renovation (Main Street), Springfield, MA:** Wendel provided architecture and engineering services for the renovation of PVTA's existing maintenance and storage facility to be able to service gasoline paratransit vans.

**City of Oneonta, Transit Hub Study, Oneonta, NY:** As part of the City of Oneonta's Downtown Revitalization Initiative (DRI), the city was awarded FTA and NYS DOT grant funds to design and construct a new transit hub and improve the existing parking structure. Wendel was tasked with completing a conceptual planning study for a new consolidated multi-modal transit hub and welcome center, including an assessment of the existing parking structure. The goal of the center is to consolidate the regional carriers into one building and provide a welcome center and amenities for riders.





**Senior Associate Principal**

**Licenses & Certifications**

Registered Architect, CT

Registered Architect, VA

LEED Accredited Professional

NCARB

**Education**

BArch, Architecture, Virginia  
Polytechnic Institute & State  
University

**Years of Experience**

13 years

## Jeana M.

Stright, RA (VA, CT), LEED AP, WELL AP

### Architect

Jeana is one of Wendel's most experienced and creative transit architects. She is equally skilled at designing operations & maintenance facilities and intermodal transit centers. Jeana typically works on projects from beginning to end, from the programming and planning stages right through their construction, applying the lessons learned from each of her projects to her next assignment. While she is excellent with the planning, programming and aesthetic design of transit facilities, Jeana is also a very pragmatic architect due to her experience in working with clients and contractors during the construction phase of projects. As a result, she has a deep understanding of how to achieve our client's goals while balancing them with construction costs and the realities of bidding and construction in today's market place. In addition to her expertise and experience as a transit architect, Jeana is also expert in leveraging technology to serve our clients efficiently and accurately.

### PROJECT EXPERIENCE

**WeGo Transit, On Call Services, Nashville, TN:** Wendel and our sub consultant team are providing on-call architecture and engineering services for Nashville MTA and RTA of Middle Tennessee. To date, projects have included concept designs and studies for multiple transit-oriented developments located in and around Nashville. A project to replace the three existing passenger canopies at the WeGo central facility has completed concept design, and will continue into final design and construction. Jeana worked with WeGo to program and develop a conceptual design for the 4,000 sf North Nashville Transit Center along Clarksville Pike. After schematic design, the project was turned over to local architects and Jeana remained on the project to provide transit knowledge, to help with client questions, autoturns, and quality control.

**City of Birmingham, West Transfer Center, Birmingham, AL:** The terminus stations provide a logical connection point between fixed route service and the BRT service. The site is designed to engage the community and provide indoor and outdoor waiting areas, ticketing, public toilet rooms, and driver break area.

**Greater Richmond Transit Company, Site Selection for Transfer Center, Richmond, VA:** As part of the Transfer Station site selection process, Wendel conducted a traffic impact study. Jeana provided concept designs for several sites in downtown Richmond to gain stakeholder approval. Many of the concept studies involved partnerships with developers or partner agencies for a transit oriented joint use. Approximately 10 sites were investigated.

**West Virginia DOT, Bluefield Area Transit (BAT) Transfer Center, Bluefield, WV:** Design of a new transfer center at 1400 Bluefield Avenue. It will serve in the transfer of transit passengers and promote regional transportation.

**City of Birmingham, Birmingham Express BRT, Birmingham, AL:** Design and construction services for 12 BRT stations in the downtown area and two terminus stations that anchor each end. Jeana is the transit architect for the Birmingham Xpress Downtown Stations along with the West and East Terminus Stations. She led the design efforts through schematic design and then transitioned the design to local architects of record. She continued to coordinate with the clients, lead the design team and for quality assurance.



# FLOYD KEELS, P.E

**PRESIDENT & CEO**



## EXECUTIVE SUMMARY

Floyd Keels' experience includes design of power distribution, lighting, low voltage systems, fire protection, communications networking and security for educational, industrial, healthcare, retail, restaurants, banks and government facilities. He is a registered professional engineer in 23 states, and is a licensed unrestricted General and Electrical contractor in the state of Georgia.

## EDUCATION

- B.S., Electrical Engineering, Georgia Institute of Technology
- B.S., Mathematics, Morehouse College

## LICENSES & CERTIFICATIONS

- PE Licenses: AL, CA, CO, CT, DC, FL, GA, IN, KY, LA, MD, MS, NC, NY, NJ, NV, OH, OK, SC, TN, TX, VA, WA
- GA [Elec. Contractor] - EN215340
- General Contractor - GCQA006648

## PROJECT EXPERIENCE

### Thomson McDuffie County Government Center

McDuffie County, GA

Lead Electrical Engineer. Provided Construction Administration for the new government center and courthouse. The facility anchors the redevelopment of 12 acres adjacent to the center of the City of Thomson at Main Street and Railroad Street and is a focal point for the community. The Courthouse includes functional areas for all of the courts: Superior, Magistrate, Probate, and the Clerk of the Superior Court. The District Attorney and the Public Defender are also housed in the Courthouse.

### Clayton State University Library Renovation

Morrow, GA

Lead Electrical Engineer. Provided design documents for electrical and HVAC systems to accommodate revised partition plans including modifications to the existing HVAC ductwork based on revised heating and cooling loads, interior electrical lighting systems, interior electrical power systems, fire alarm system, electrical data and communication system.

### Brazos County Jail Expansion and Renovation

Bryan, TX

Lead Electrical Engineer. Designed power distribution, lighting, fire alarm, and low voltage system for 696-bed addition to facilities currently at the site of the existing Sheriff's Complex. The expanded facility increased the capacity of the Detention Center from 276 to 972 by locating new housing to the north and west of the existing jail in conjunction with a new intake center, jail administration and staff support areas

### Boeing 777x Program

Everett, WA

1.2 million square sf design for the 40-58 Building which supports Boeing's Composite Wing Manufacturing process. The building includes two mezzanine levels of office/engineering support space totaling approximately 187,000 square feet. The building is divided into two main areas, a 570,000 sf controlled contaminations area and a 525,000 sf post cure area of fully conditioned space.

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Thomas Sanders, P.E.	13. ROLE IN THIS CONTRACT  Mechanical Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 29	b. WITH CURRENT FIRM 24

15. FIRM NAME AND LOCATION *(City and State)*  
EMA Engineering & Consulting, Shreveport, Louisiana

16. EDUCATION *(DEGREE AND SPECIALIZATION)*

- BS Mechanical Engineering
- MS Aerospace Engineering

17. CURRENT PROFESSIONAL REGISTRATION *(STATE AND DISCIPLINE)*

Louisiana, Arkansas, Texas, Mississippi, Ala, Arizona, New Mexico, Okla., Penn, California- Mechanical/Electrical

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

American Society of Heating, Refrigerating, and Air-Conditioning Engineers; American Society of Mechanical Engineers; International Code Council.

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a.	Barksdale AFB Igloo Repairs Barksdale AFB, Louisiana	2018	
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Supervisor of engineering design to support repair of 54 existing bunker-style igloos. Design will include weatherproof electrical panels, LED lighting & conduits and new exhaust fans. Design will utilize ASHRAE and Life Code Criteria with CADD and SpecsIntact software; Cost: \$124,438, Size: 54 Igloos		
b.	US NAVFAC LOX Storage Facility Repair US Naval Air Station, Jt. Reserve Base, New Orleans, LA	2015	2016
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Provided supervision & mechanical engineering design for a clean room type environment per ASHRAE 90.1 and UFC Code Criteria and utilizing Lamar flow difference & custom lab-type hood to provide air-changes and filtration to maintain required level of cleanliness. Projects produced with CADD and SpecsIntact software, and included review of plans for UFC Code Criteria requirements and ASHRAE 90.1 Standards.		
c.	Barksdale Air Force Base Aerobics/Fitness Center Bossier City, Louisiana	2012	2014
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager and mechanical engineering design for renovation of the existing women's locker room, approximate project area 2,070 square feet, and addition of a 1,300 square foot aerobics room. Approximate Construction Costs: \$1,100,000		
d.	Barksdale AFB NAF Child Development Center Barksdale AFB, Louisiana	2009	2013
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mechanical engineering design for a new 17,453 square foot child development center. The center utilized a four-pipe hydronic heating and cooling system with variable air volume (VAV) air distribution serving multiple zones. Approximate Construction Costs: \$4,000,000		
e.	Camp Beauregard Building 1401 Renovation Pineville, Louisiana	2011	2013
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Mechanical engineering design for renovation/replacement of existing HVAC system in conjunction with mold remediation. Work included new air handlers, new controls, outside air introduction and monitoring, and indoor temperature, humidity and pressure monitoring and control. Approximate Construction Costs: \$1,700,000		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person)*

12. NAME <b>DON R. ARRINGTON, P.E.</b>		13. ROLE IN THIS CONTRACT <b>STRUCTURAL ENGINEER</b>		14. YEARS EXPERIENCE	
				a. TOTAL <b>30</b>	b. WITH CURRENT FIRM <b>17</b>
15. FIRM NAME AND LOCATION <i>(City and State)</i> <b>S. E. Huey Co., Monroe, LA</b>					
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> BS/Civil Engineering (1994)			17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Civil Engineering: LA, AR, TX, MS		
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> Current member of ACEC/L state board of directors; former Monroe chapter president of Louisiana Engineering Society; Graduate of Leadership Ouachita program. 30 years' experience providing structural expertise for building projects to a variety of clients.					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION <i>(City and State)</i> <b>Forsythe Park Tennis Facilities Improvements - City of Monroe, LA</b>		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2023	CONSTRUCTION <i>(if applicable)</i> Current	
(3) BRIEF DESCRIPTION <i>(Brief scope size, cost, etc.)</i> AND SPECIFIC ROLE Project Manager/Civil Engineer/Structural Engineer for the addition of a new Tennis Clubhouse/Events Center and (7) new tennis courts in Forsythe Park (along with associated parking and walkways). Clubhouse is 9,800-SF two-story steel structure with viewing capabilities from the upper floor. Architecture Associates served as Architect for the building as a subconsultant. Project Cost: \$6.0 million.			<input checked="" type="checkbox"/> Check if project performed with current firm		
b.	(1) TITLE AND LOCATION <i>(City and State)</i> <b>Sallie Humble Elementary School New Multipurpose Building – Monroe City School Board, Monroe, LA</b>		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2023	CONSTRUCTION <i>(if applicable)</i> Current	
(3) BRIEF DESCRIPTION <i>(Brief scope size, cost, etc.)</i> AND SPECIFIC ROLE Structural Engineer for new 15,500-SF multipurpose building. Work performed as subconsultant to Architecture Associates. Building includes gymnasium, stage, band room, choir and orchestra rooms. 800-SF Tornado Safe Room provided (withstand 250 MPH winds) as code requirement. Project Cost: \$6.0 million.			<input checked="" type="checkbox"/> Check if project performed with current firm		
c.	(1) TITLE AND LOCATION <i>(City and State)</i> <b>Monroe Transit System Bus Wash Facility – City of Monroe, LA</b>		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(if applicable)</i> 2020	
(3) BRIEF DESCRIPTION <i>(Brief scope size, cost, etc.)</i> AND SPECIFIC ROLE PM/Structural Engineer/Civil Engineer for the replacement of the existing bus wash facility at the Monroe Transit System Headquarters with a new wash system. Additional improvements provided to the site as part of the project. Project Cost: \$500,000.			<input type="checkbox"/> Check if project performed with current firm		
d.	(1) TITLE AND LOCATION <i>(City and State)</i> <b>LA Delta Community College (LDCC) Advanced Technology Center Addition – LCTCS, Monroe, LA</b>		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2017	CONSTRUCTION <i>(if applicable)</i> 2018	
(3) BRIEF DESCRIPTION <i>(Brief scope size, cost, etc.)</i> AND SPECIFIC ROLE Structural/Civil Engineer for a 22,000-SF building expansion (and associated parking w/ site amenities) at the LDCC campus in Monroe. Building constructed out of structural steel, with multiple aesthetic elements. Work performed as a subconsultant to Architecture Plus. Project Cost: \$6.5 million.			<input checked="" type="checkbox"/> Check if project performed with current firm		
e.	(1) TITLE AND LOCATION <i>(City and State)</i> <b>Camp Beauregard New Readiness Center – LA National Guard, Pineville, LA</b>		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2021	CONSTRUCTION <i>(if applicable)</i> 2023	
(3) BRIEF DESCRIPTION <i>(Brief scope size, cost, etc.)</i> AND SPECIFIC ROLE Structural Engineer for 40,000-SF readiness center building for the LA National Guard. Structural steel framing with shallow concrete foundation. Work performed as a subconsultant to KSA Architects. Project Cost: \$20.0 million.			<input checked="" type="checkbox"/> Check if project performed with current firm		
f.	(1) TITLE AND LOCATION <i>(City and State)</i> <b>Ouachita Parish Police Jury 911 Building – OPPJ, West Monroe, LA</b>		(2) YEAR COMPLETED		
			PROFESSIONAL SERVICES 2024	CONSTRUCTION <i>(if applicable)</i> Future	
(3) BRIEF DESCRIPTION <i>(Brief scope size, cost, etc.)</i> AND SPECIFIC ROLE Structural Engineer for renovation of existing 11,500-SF two-story bank building into a 911 center for Ouachita parish. Building constructed of structural steel; new design contains 250-SF Tornado Safe Room provided (withstand 250 MPH winds) as code requirement. Work performed as a subconsultant to Land3 Architecture. Scheduled to advertise for bids this summer.			<input checked="" type="checkbox"/> Check if project performed with current firm		



**Main Street Connections**  
Public Transportation Consultants

With a robust range of public, private and human service transportation industry experience, Main Street Connections take our client's vision from conceptual design to implementation. Our experience crosses a diverse spectrum of transportation related research and analysis, allowing for individually tailored projects.

**Areas of Expertise:**

- Transportation Implementation Plans
- Impact & Demographic Analysis
- Corridor Studies
- Focus Groups and Public Awareness
- Procurement
- Coordination
- Creating Partnerships
- Mobility Management



**Contact:**

Main Street Connections  
2 Susan Lane  
Colonie, NY 12205  
518) 423-8684  
mlabello@mainstconnections.com  
www.mainstconnections.com

**Jennifer Thorne, Partner, Strategic Planning and Analysis**

Ms. Thorne holds a master's degree in Urban and Regional Planning from the University at Albany. Experience includes positions as Partner with "Main Street Connections" a public transportation consulting firm, Major Capital Projects Manager with the Capital District Transportation Authority (CDTA), Transportation Analyst with the New York State Department of Transportation (NYSDOT), and Environmental Planner with a major regional law firm in Upstate New York. Ms. Thorne has served on two municipal planning boards.

Areas of expertise include: Transit Operating and Capital Budget Analysis; Service and Coordination Planning; Multi-Agency Coordination; Long and Short Range Transportation Planning; Management of Transportation construction projects; Grant Management; Grant Writing; National Transit Database Management; Federal and State Procurement; RFP Solicitation Development; Transit Facility Maintenance Plans; Title VI Civil Rights Compliance; Transit Equity Analysis; FTA Triennial and State Management Reviews; Fixing America's Surface Transportation Act (FAST Act), Moving Ahead for Progress in the 21st Century (MAP-21); Federal Programs 5303, 5304, 5305, 5307, 5309, 5310, 5311, 5316, 5317, 5326, 5337, 5339, and 20005 Rural, Urban, and specialized Transportation; Safety and Security; Compliance with the Americans with Disabilities Act (ADA); Public, Private and Political Stakeholder Outreach; United We Ride; Coordinated Human Service Transportation; SAFETEA-LU's Locally Developed Coordinated Public Transit-Human Services Transportation Plans.

**Main Street Connections, Principal Consultant**

May 2007- Current

Responsibilities include: Program and project management, transportation planning, analyze and develop rural and urban transportation routes, and the implementation of rural, urban, and specialized transportation projects involving Federal Transit Administration (FTA) Programs 5303, 5304, 5305, 5307, 5309, 5310, 5311, 5311F, 5316, 5317, 5326, 5337, 5339, 20005 and Rural Transit Assistance Programs. Prepare Title VI equity analysis for transit agencies and municipalities to locate new transportation facilities. Assist in triennial review evaluations for the Federal Transportation Administration.



## Doug Delaney, AICP

### National Environmental Policy Act (NEPA)

#### Professional Credentials

Bachelor of Urban Planning and Development, Ball State University, 1994

Bachelor of Environmental Design, Ball State University, 1994

American Institute of Certified Planners (AICP)

American Planning Association (APA)

Doug offers 29 years of experience in community and regional planning, transportation planning, public involvement and outreach, transit studies, environmental studies, environmental management systems, and context-sensitive solutions. He previously served as the Assistant Chief of Environment and Planning for the Tennessee Department of Transportation (TDOT), where he was responsible for managing a broad range of efforts to enhance community decision-making; facilitating coordination efforts with local, state, and federal agencies throughout the project development process; and streamlining the planning and environmental process while increasing TDOT's stewardship of the environment. Doug is a certified instructor and teaches two National Highway Institute courses—NEPA and Transportation Decision-Making and Advanced Seminar on Transportation Project Development: Navigating the NEPA Maze.

#### Relevant Project Experience:

- » **Birmingham-Jefferson County Transit Authority (BJCTA), Operations and Maintenance Facility NEPA Documentation, Birmingham, AL** — NEPA Specialist
- » **Clarksville Transit System, Comprehensive Operations Analysis, Clarksville, TN** — Project Manager
- » **Murfreesboro Transit Routes and Shelters, Phases 1 and 2, Murfreesboro, TN** — Project Manager
- » **TDOT, NEPA On-Call Environmental Services, Statewide, Tennessee, Statewide, TN** — Project Manager and QC/QA Reviewer
- » **Transit Facility Architectural Design and Construction Administration, Kingsport, TN\*** — Project Manager
- » **Transit Center Preliminary Design and Environmental Study, Murfreesboro, TN\*** — Deputy Project Manager
- » **Regional Transportation Authority (RTA) of Middle Tennessee, Northwest Corridor Study, Nashville to Clarksville, TN\*** — Deputy Project Manager
- » **Chattanooga TPO, On-Call Regional Transportation Plan Assistance, Chattanooga, TN\*** — Project Manager and QC/QA Reviewer
- » **Transit Facility Needs Assessment Study, Kingsport, TN\*** — Project Manager
- » **South Corridor Transit Alternatives Analysis, Nashville, TN\*** — Project Manager
- » **TDOT Multimodal On-Call Services, Statewide, TN\*** — Project Manager and QC/QA Reviewer

*\*Prior to joining Kimley-Horn*



**EDUCATION** Louisiana State University, Baton Rouge, Louisiana  
Bachelor of Interior Design, May 1995

**CERTIFICATION** Louisiana Registered Interior Designer, #1223  
NCIDQ Certified Designer, #014918

**SKILLS**

- AutoCAD
- Microsoft Word, Excel, Powerpoint
- Adobe Suite
- Bluebeam Revu

**EMPLOYMENT**

- Owner and Principal Designer**, CDI Solutions, Baton Rouge, Louisiana, 2004- Present
- Adjunct Instructor**, Louisiana State University Department of Interior Design, 2006- Present
- Interior Designer**, LaMoyné Design Associates 1999-2004
- Interior Designer**, The Mathes Group 1997-1999
- Interior Designer**, Chenevert-Songy-Rodi-Soderberg 1996-1997

**EXPERIENCE** Project experience includes design and project management in all areas of interior design including space planning, programming and project management, code compliance, cost estimating and budgeting, finish and furniture selection, contract administration, and facilitating installations. Specialization includes environmental wayfinding, AutoCAD and design related software applications. Specializes in Hospitality, Corporate, Healthcare, and Institutional Facilities.

**RELEVANT PROJECTS**

- Alder Hotel Uptown, New Orleans, Louisiana
- Hotel St. Marie, New Orleans, Louisiana
- The Giani Building, New Orleans, Louisiana
- LSU Foundation Building, Baton Rouge, Louisiana
- The Julia at St. Charles Apartments, New Orleans, Louisiana
- The Blake at the Grove, Baton Rouge, Louisiana
- Magnolia Assisted Living, Baton Rouge, Louisiana
- Hampton Inn & Suites, Shreveport, Louisiana
- Orange Beach Residence, Orange Beach, Alabama

**ACTIVITIES**

- Board Member, Ascension Parish Fire Protection District #3, 2012- Present
- Professional Member, American Society of Interior Designers
- Professional Member, International Interior Design Association
- President, ASID Baton Rouge Association South Central Chapter, 2003
- Treasurer, IIDA Tri-State Delta Regional Chapter Treasurer, 2001

**PUBLICATIONS**

- Retail Spaces FOOD- cafes, markets & eateries, ISBN 978-0-9826128-1-1, 2011
- Retail Spaces Small Stores, ISBN 978-0-9826128-2-8, 2011

**RELEVANT AWARDS**

- 2018 South Central Chapter of ASID Gold Award- Alder Hotel Uptown New Orleans
- 2018 South Central Chapter of ASID Silver Award- United Community Bank Thibodaux
- 2018 South Central Chapter of ASID Silver Award- LSU Foundation
- 2018 IDEA Award of Recognition - Hospitality Large- Alder Hotel Uptown New Orleans
- 2018 IDEA Award of Recognition - Corporate Large Design- LSU Foundation
- 2016 South Central Chapter of ASID Gold Award – Brick & Spoon
- 2016 IIDA Award of Excellence – Hospitality – Brick & Spoon
- 2015 South Central Chapter of ASID Silver Award – The Giani Building – Public Spaces
- 2015 South Central Chapter of ASID Bronze Award – Barcardia
- 2015 South Central Chapter of ASID Bronze Award – The Giani Building – Model Unit
- 2015 IIDA Award of Recognition – Hospitality – The Giani Building
- 2015 IIDA Award of Recognition – Hospitality – Barcardia
- 2013 South Central Chapter of ASID Gold Award – Woman’s Hospital
- 2013 South Central Chapter of ASID Bronze Award – Rotolo’s Pizzeria
- 2013 IIDA Award of Excellence – Healthcare Large Design, Newborn & Infant ICU
- 2013 IIDA Award of Recognition – Healthcare Large Design, Woman’s Hospital
- 2012 South Central Chapter of ASID Gold Award – The Lash Lounge
- 2012 South Central Chapter of ASID Silver Award – Woodward Design+Build Facility
- 2012 Best Design-Build Solution – Woman’s Hospital Wayfinding

05

# Proposed Work Plan and Schedule

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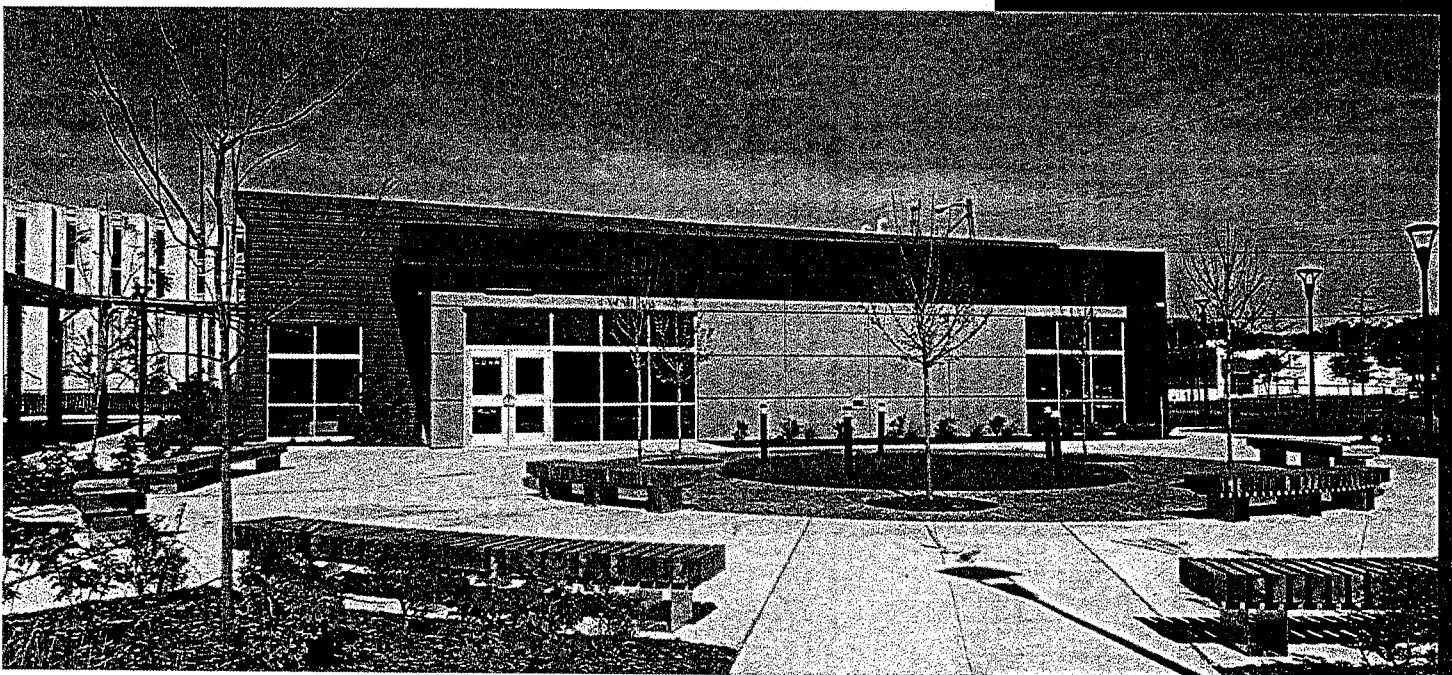
City of Monroe / Monroe Transfer Center																
Multimodal Transfer Center																
6/15/2024																
Project Schedule																
		2024			2025			2026			2027			2028		
1	Immersion	1 month														
2	30% Design				6 months											
3	Survey				3 months											
4	Geotechnical Investigation				2 months											
5	NEPA				6 Months											
6	Grant Applications				3 months											
7	60% Design				4 months											
8	90% Design				4 months											
9	100% Design				2 months											
10	Bidding				2 months											
11	Permitting				2 months											
12	Construction Administration													18 months		
13	Commissioning/Start-Up													3 months		

NOTE: UNTIL NEPA IS APPROVED BY THE FTA, DESIGN CANNOT PROCEED PAST THE 30% LEVEL

06

## Similar Company Projects

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### Project Description

The City of Birmingham's Bus Rapid Transit (BRT) project, known as Birmingham Xpress, is key in a series of public transit initiatives meant to enhance quality-of-life, drive economic activity, and increase mobility for citizens and visitors alike. The BRT project will connect the communities of Woodlawn and Five points West along a ten-mile corridor through downtown Birmingham.

The City of Birmingham hired Wendel to perform services for the design of 10 BRT stations in the downtown core plus two terminus stations that anchor each end. The terminus stations provide a logical connection point between fixed route service and the BRT service. The site is designed to engage the community and provide indoor and outdoor waiting areas, ticketing, public toilet rooms, and driver break areas.

A plaza pulls together nodes of connectivity as a nod to the Five Points West community that it serves. A double BRT platform is along the street allowing for quick transfer of passengers and then the bus turns into the site to make a loop and return to the route, three fixed route sawtooth bays and a microtransit bay provide convenient areas for customers to transfer between buses without crossing bus traffic. Two layby bays help provide operational flexibility.

All stations were designed to project the BRT service image, while fixed and digital signage clearly displays stop identification, maps and schedule information. Benches, leaning rails, bike racks and pedestrian scaled lighting ensure a comfortable and convenient experience for all riders.

## Birmingham- Jefferson County Transit Authority (BJCTA) West Transit Center

**Client**  
City of Birmingham

**Project Location**  
Birmingham, AL

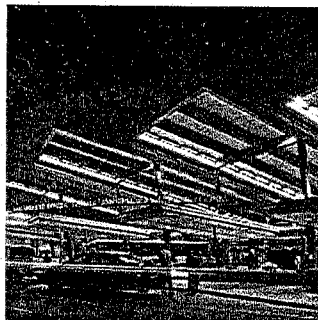
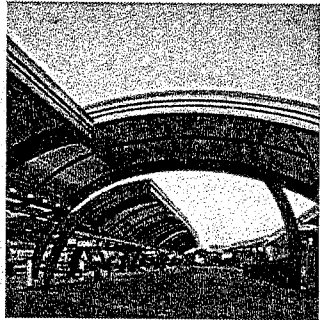
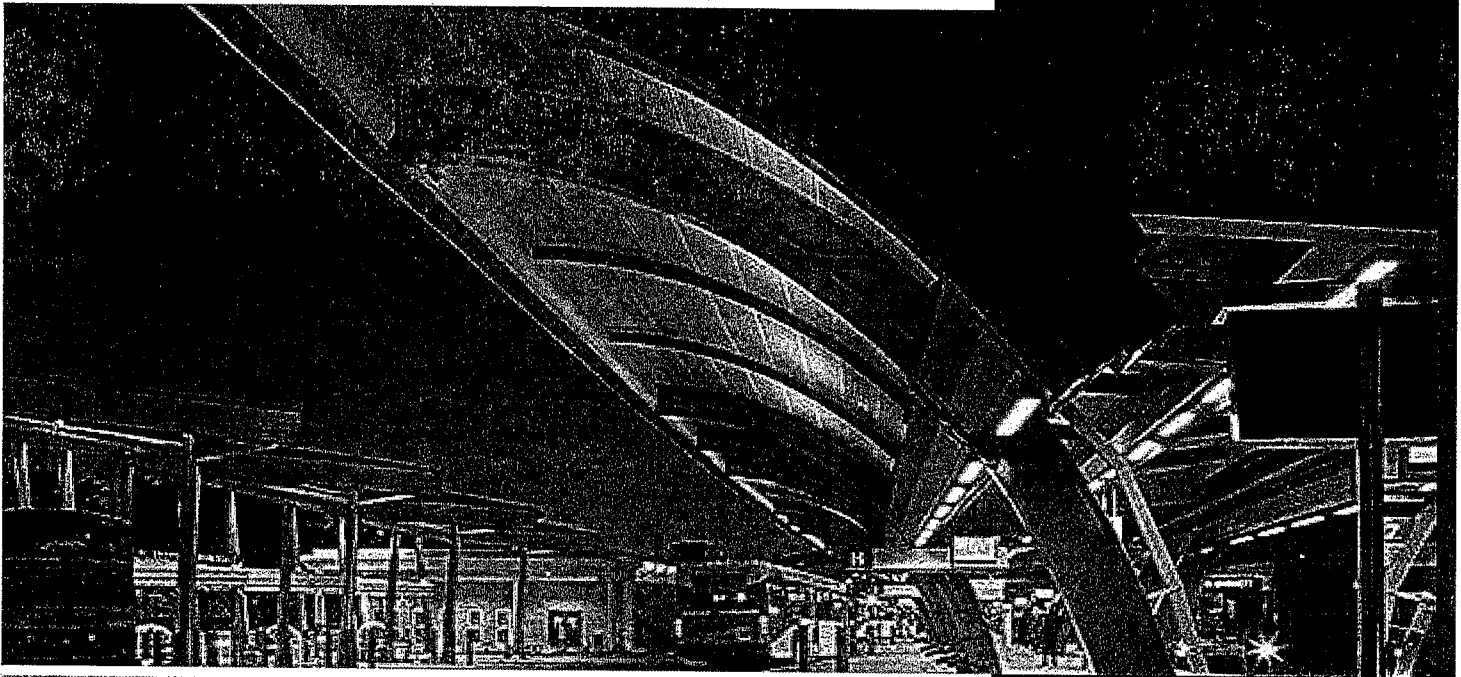
**Services Performed**  
Transit Architecture  
Landscape Architecture  
MEP  
Structural Engineering  
Public Involvement

**Completion Date**  
April 2022

**Project Cost**  
\$3,132,967

**Reference**  
Charlotte Shaw, CEO  
Birmingham-Jefferson County  
Transit Authority (BJCTA)  
1735 Morris Avenue  
Birmingham, AL 35202  
205-521-0161  
cshaw@bjcta.org





## Chatham Area Transit (CAT) Intermodal Station

**Client**  
Cogdell & Mandrala  
Architects Chatham Area  
Transit Authority

**Project Location**  
Savannah, GA

**Services Performed**  
Architecture, Electrical  
Engineering, Mechanical  
Engineering, Structural  
Engineering, Construction  
Administration, Site Selection

**Completion Date**  
October 2013

**Project Cost**  
\$9,300,000

**Reference**  
Chatham Area Transit  
Authority  
Curtis Koleber  
Savannah, GA 31412  
(912) 629-3936  
[curtis.koleber@catchacat.org](mailto:curtis.koleber@catchacat.org)

### Project Description

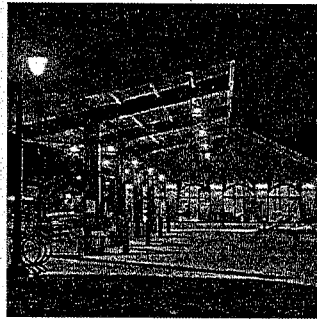
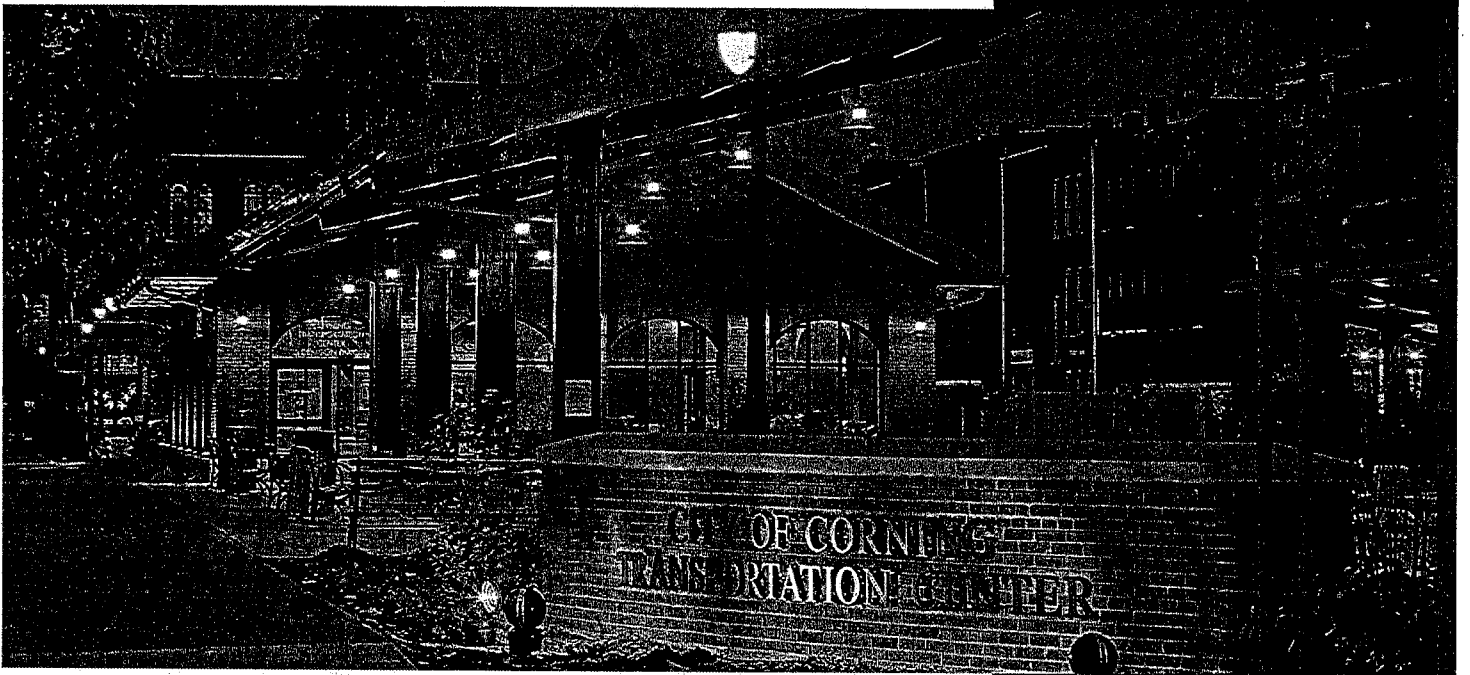
The vision for CAT's Downtown Intermodal Transit Center is to provide visitors, citizens and transit employees with a modern facility that creates a foundation for the growth of the City and reinforces the importance of transit for Savannah. The site chosen for the new center was an existing Greyhound station. The goal of the project was to accommodate both CAT and Greyhound services, incorporate multiple modes of transit on a completely accessible site, and provide an iconic canopy design to foster civic pride and alter the perception of public transit.

After input from the Historic Savannah Foundation and Metropolitan Planning Commission, the design was developed around the existing Greyhound structure. The terminal was transformed from a deteriorating, unappealing facility to a welcoming public space for visitors and travelers entering Savannah.

The resulting transit center is equipped to accommodate CAT, Greyhound and Trolley services, including two separate bus platforms. The CAT platform includes 14 sawtooth slips and waiting benches that are integrated via innovative engineering into the structural design. There are also electronic information kiosks and signage tied to the buses' AVL system.

The project achieved LEED Gold Certification and was recognized with the 2014 Preservation Award from the Historic Savannah Foundation.





## City of Corning Transportation Center

**Client**  
City of Corning

**Project Location**  
Corning, NY

**Services Performed**  
Architecture, Landscape  
Architecture, Electrical  
Engineering, Mechanical  
Engineering, Site Selection, SEQR

**Completion Date**  
May 2013

**Project Cost**  
\$4,800,000

**Reference**  
Steve Dennis  
1 Nasser Civic Center Plaza  
Corning, NY 14830  
(607) 962-0340 ext 1117  
comingplanning@gmail.com

### Project Description

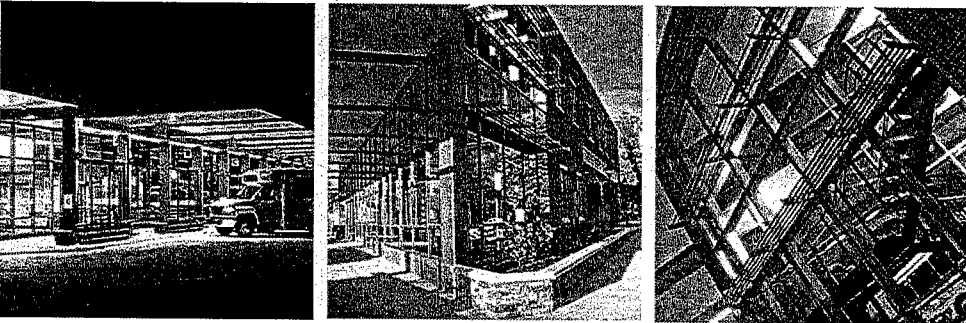
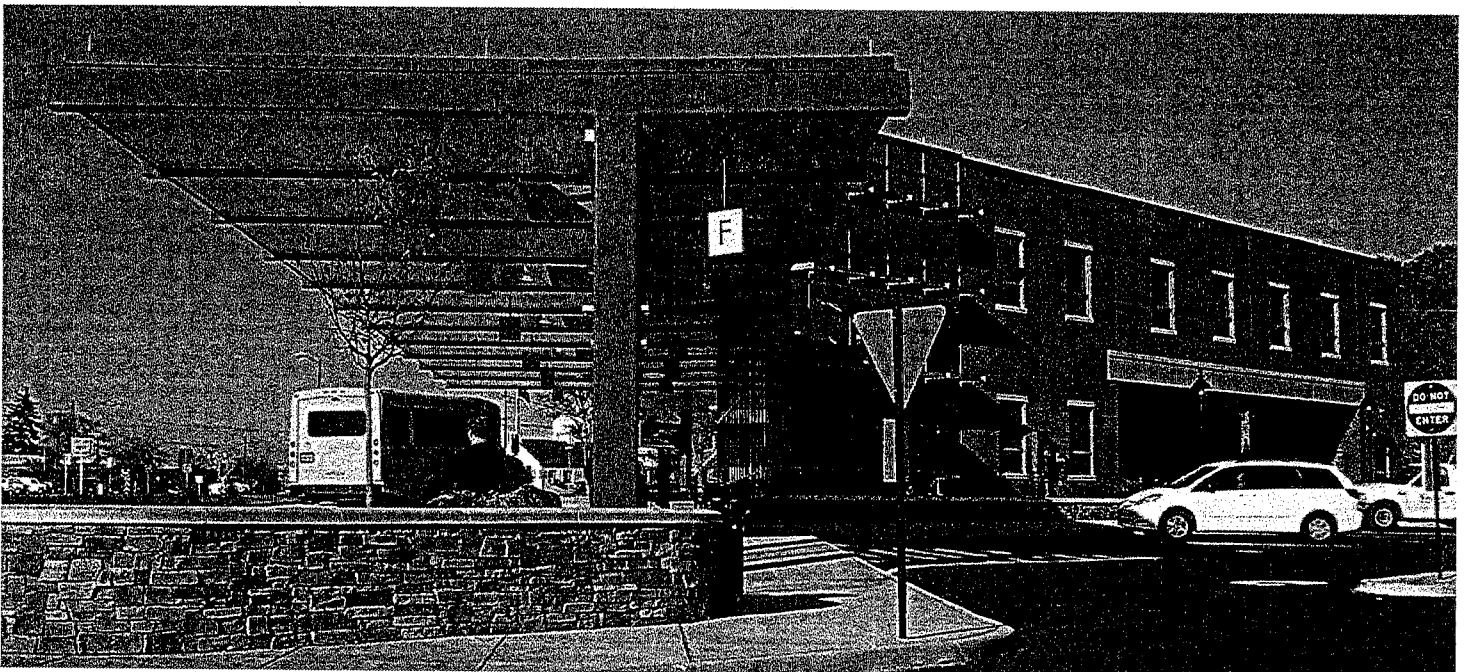
The Corning Transportation Center site is located adjacent to Historic Market Street which is the center of the downtown Gaffer District. Corning's reputation for fine arts overflows in this walkable community. The rows of studios, restaurants, and specialty shops are equally rich in their artisans and architectural details. Beyond the Market Street corridor, many different building typologies are found. One goal of the new inter-modal facility was to achieve an aesthetic blend of this contextual "old and new."

The Corning Transportation Center is comprised of a collision of two architectural typologies and two main masses. The facility was designed with expansion in mind at a future date. In addition to the bus slips, a small facility includes patron waiting and information, restrooms, vending and employee lounge for drivers.

By successfully integrating historic elements with modern architecture, a transportation center was created that met the cultural and community needs of its riders. The facility as well as covered platform provides ADA accessible routes for patrons, amenities including waiting benches, receptacles, lighting, security cameras and other aspects that enhance the passenger experience.

Integration of historic and  
modern architecture used for this  
transportation center.





### Project Description

FRED outgrew its existing buildings and the site circulation pattern was chaotic due to increased bus traffic. Wendel was asked to provide the City of Fredericksburg with the concept, design, and construction administration for a new transit station for six city buses and three Greyhound buses on the original site.

Wendel reviewed FRED's previously developed space program and provided modifications based on updated information.

The site was a small triangular space bordered by two city streets and US Highway #1. In order to accommodate the functions, several zoning variances were identified and described.

The schedule was very aggressive which required strict managerial monitoring and expert design capabilities. The project was highly visible and is a landmark for the transit system. Therefore the design of the building and canopies were required to be high profile.

## Fredericksburg Regional Transit Station (FRED)

**Client**  
Fredericksburg Regional  
Transit

**Project Location**  
Fredericksburg, VA

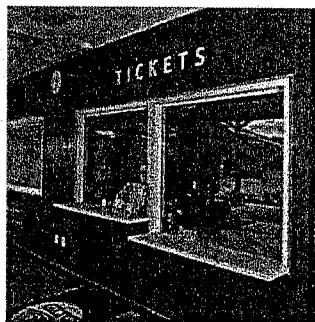
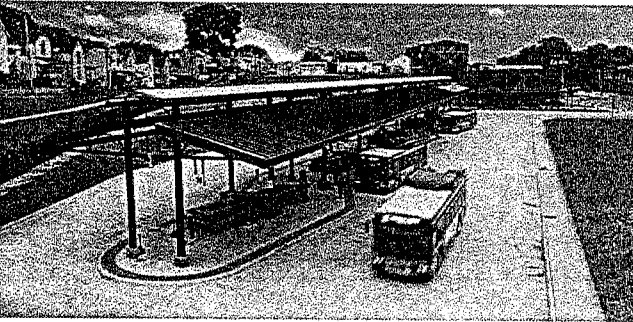
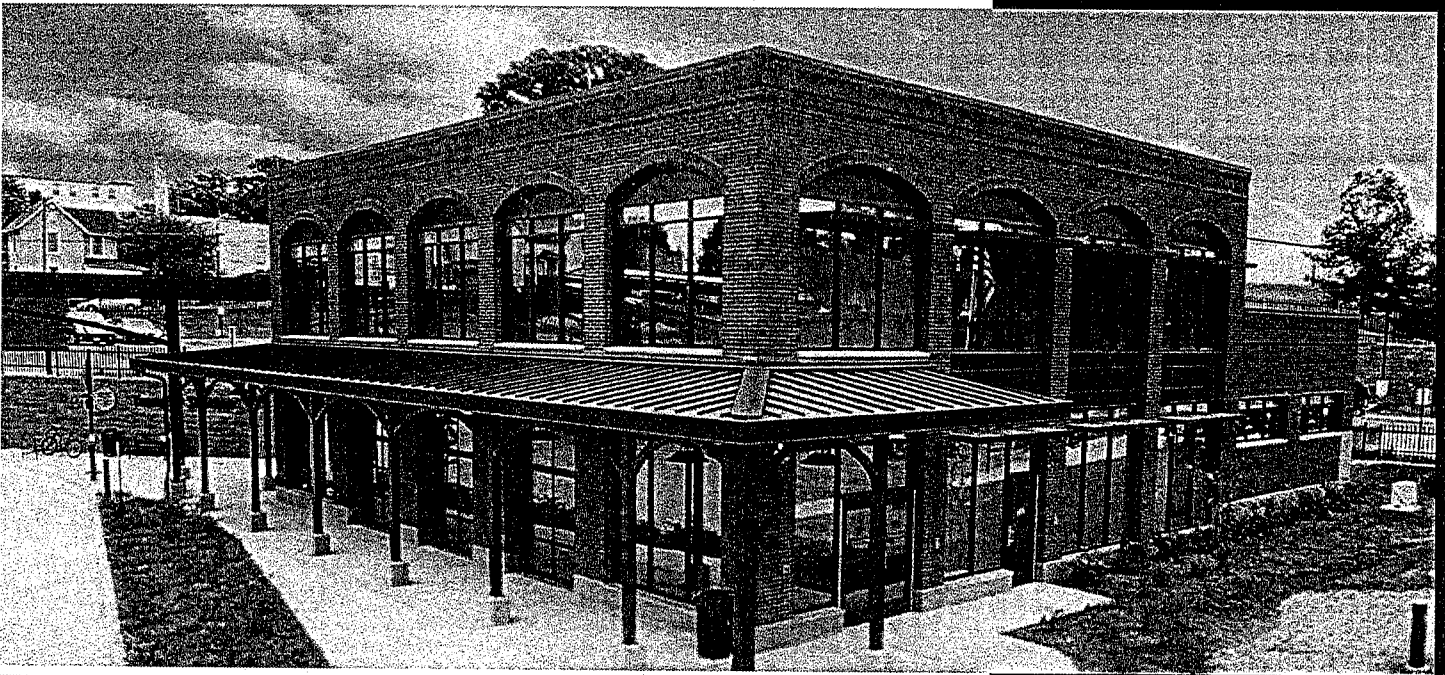
**Services Performed**  
Architecture  
Landscape Architecture  
Civil, Electrical, Fire Protection  
and Mechanical Engineering,  
Project Management  
Structural Engineering  
Transportation Planning

**Completion Date**  
September 2007

**Project Cost**  
\$5,500,000

**Reference**  
Kathleen Beck  
2217 Princess Anne St  
Suite 110  
Fredericksburg, VA 22401  
(540) 372-1222  
kbeck@fredericksburgva.gov





**Greater  
Lynchburg Transit  
Company**  
Kemper Street Transfer  
Facility

**Client**  
Greater Lynchburg Transit  
Company

**Project Location**  
Lynchburg, VA

**Services Performed**  
Architecture, Landscape  
Architecture, Programming/  
Planning, Structural Engineering,  
Construction Administration, Site  
Selection

**Completion Date**  
April 2014

**Project Cost**  
\$8,000,000

**Reference**  
Karen Walton, former GM, now  
with First Transit  
(802) 363-3372

**Project Description**

Wendel led an extensive site selection process to determine a new location for a bus transfer station. The site that was selected is across from a historic Amtrak Station, as it best met current and future needs. The location on Kemper Street also created an intermodal center with train station adjacency.

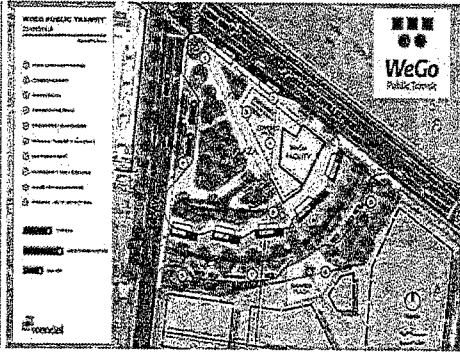
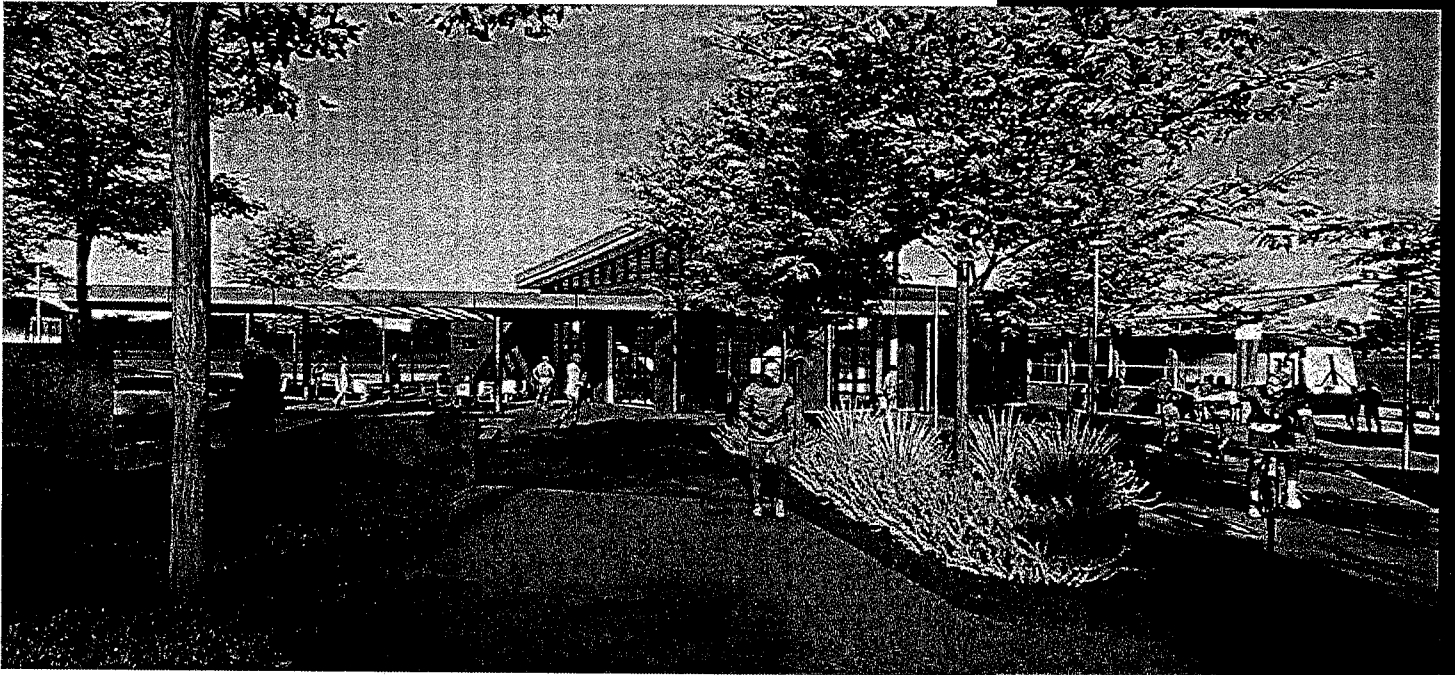
The ten- bus bay canopied station neighbors a historically detailed two-story building. The station includes passenger waiting areas, public rest rooms, a ticketing area, spaces for GLTC staff and drivers, and a large public meeting space. The transfer station is a ten- bus bay canopied platform

Working within the selected site posed engineering challenges to the team. The site featured a 30 foot high differential in grade over 200 feet. Adjustments were made making it safer for pedestrians to move from the train station to the bus station or up to the Buchanan Street parking lot.

Changes were also addressed at the Kemper/Buchanan Street intersection in order to soften a steep curve and slope that would have been challenging for GLTC's large buses. The historic cobblestones on the road outside the train station were removed and reinstalled over a bed of reinforced concrete, making the road bed sturdier and less likely to shift under the weight of the buses.

The transfer center is certified LEED Platinum, one of only a few transit facilities on the east coast holding this prestigious award. The project features a green roof and photovoltaic arrays on both the building roof and bus canopies.





### Project Description

Wendel collaborated with Smith Gee Studio to design a transfer center in the Clarksville Pike neighborhood of North Nashville for the Nashville Metropolitan Authority. The transit center honors the area's history through several cultural elements while also looking toward the community's future. A flexible outdoor space surrounds the transit center to allow for farmers markets, small performances, or a place to wait for the bus.

This project includes six bus bays along with passenger waiting amenities. The site uses approximately one acre in saw tooth platform configuration around a central plaza. Passengers get off the bus right into the site, allowing for safe and convenient transfer without crossing the bus path.

A kiss-and-ride drop-off area and a dedicated paratransit bay are provided for patrons who wish to transfer to fixed-route vehicles. There are two on-street boarding platforms for express service. These platforms allow passengers to board more quickly and allow WEGO to use the platforms as a learning laboratory. The project makes the most of the grade change on the site to create a dynamic and safe atmosphere for patrons. The transit center itself houses passenger amenities and security offices for WEGO.



## Nashville Metropolitan Transit Authority (WeGo) Clarksville Pike Transit Center Design

**Client**  
Smith Gee Studio

**Project Location**  
Nashville, TN

**Services Performed**  
Transit Architecture

**Completion Date**  
June 2024

**Project Cost**  
\$11 Million

**Reference**  
Patrick Hester  
WeGo Public Transit  
430 Myatt Dr.  
Nashville, TN 37115  
O: (615) 862-4634 ext.1634  
M: (615) 351-7993  
patrick.hester@nashville.gov

07

## Client References

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# References

## Wendel

Charlotte Shaw, Chief Executive Officer  
Birmingham-Jefferson County Transit Authority (BJCTA)  
(205) 521-0161 | cshaw@bjcta.org

Josh Moore, Chief Executive Officer  
Greater Lynchburg Transit  
(434) 455-5084 | jmoore@gltconline.com

Doug Holcomb - Chief Executive Officer  
Greater Bridgeport Transit (GBT)  
(203) 366-7070 | dholcomb@gogbt.com

Ryan Josti, Former Manager of Facilities & Capital Projects  
Montachusett Regional Transit Authority (MART)  
Current Firm/Organization: Director of Capital Project Planning,  
Massachusetts Bay  
Transportation Authority (MBTA) (617) 222-3106 |  
RJosti@MBTA.com

Stephen McNally Director of Engineering/Construction Manager  
Greater Richmond Transit Company  
(804) 358-4782 | smcnally@ridegrtc.com

## Architecture Associates

Charles Monroe, Facilities and Maintenance Director  
Monroe City Schools  
ph: 318-325-0601  
email: charles.monroe@mcschools.net

William Smart, CEO  
Monroe Housing Authority  
ph: 318-388-1500  
email: smartw@monroeha.com

08

# Contract and Insurance Requirements

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# Contract and Insurance Information

The design contracts we suggest is American Institute of Architect's B101 Standard Form Agreement Between Owner and Architect. AIA Contract Documents are widely recognized as the industry standard.

Architecture Associates, APC carries a professional liability insurance policy through Kinsale Insurance Company. Limits are \$1,000,000 for each occurrence and \$1,000,000 general aggregate.

# FTC Procurement Terms & Conditions

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Attachment B – Applicable FTA Procurement Terms & Conditions

**SEISMIC SAFETY**  
**49 C.F.R. Part 41**  
**(specifically, 49 C.F.R. § 41.117)**

The contractor agrees that any new building or addition to an existing building will be designed and constructed in accordance with the standards for Seismic Safety required in Department of Transportation Seismic Safety Regulations 49 CFR Part 41 and will certify to compliance to the extent required by the regulation. The contractor also agrees to ensure that all work performed under this contract including work performed by a subcontractor is in compliance with the standards required by the Seismic Safety Regulations and the certification of compliance issued on the project.

**FLY AMERICA REQUIREMENTS**  
**49 U.S.C. § 40118**  
**41 CFR Part 301-10**

The Contractor agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and subrecipients of Federal funds and their contractors are required to use U.S. Flag air carriers for U.S. Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

**CLEAN WATER REQUIREMENTS**  
**33 U.S.C. 1251**

(1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The Contractor agrees to report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office.

(2) The Contractor also agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA.

**LOBBYING**  
**31 U.S.C. 1352**  
**49 CFR Part 19**  
**49 CFR Part 20**

Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352, as amended by the Lobbying Disclosure Act of 1995, P.L. 104-65 [to be codified at 2 U.S.C. § 1601, et seq.] - Contractors who apply or bid for an award of \$100,000 or more shall file the certification required by 49 CFR part 20, "New Restrictions on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any

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. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contacts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

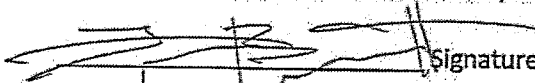
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions (as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)) to the recipient.

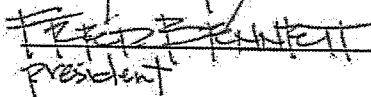
(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, ~~Architectural~~ certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

 Signature of Contractor's Authorized Official

 Name  
President

10

# Disadvantaged Business Enterprise Statement

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# Disadvantaged Business Enterprise (DBE) Statement

We understand the agency's overall goal for this project's DBE participation is 10.11%. With the team we have assembled, we have met this goal.

Refer to our Organizational Chart to see the participating DBE firms.

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*Thank you for the opportunity to submit our qualifications. We feel we have assembled a highly qualified team that includes diverse and skilled team members along with local involvement and expertise that will contribute to the successful planning of Monroe's new transit center.*



**Date:** January 26, 2025  
**From:** C. Morgan McCallister, P.E. *C. Morgan McCallister*  
**To:** Purchasing  
**Subject:** 24MTS002 – Monroe Transit System Facility Relocation

**DBE Replacement on Design Team:**

Architecture Associates was selected as the successful respondent to RFQ #2025-000000001 dated April, 15, 2024, for design services.

On June 1, 2024, the City of Monroe entered into an agreement with Architecture Associates.

On December 19, 2024, Architecture Associates requested that Next Level Engineering & Construction Services from Atlanta, Georgia be replaced with Lucien T. Vivien, Jr. & Associates from Metairie, Louisiana for all Electrical Engineering components of the project. Both are DBE's.

On January 26, 2025, the City of Monroe approved the subconsultant replacement request for the following reasons:

1. Lucien T. Vivien, Jr. & Associates is a Louisiana licensed professional engineer.
2. Lucien T. Vivien, Jr. & Associates is a Louisiana licensed DBE.
3. Lucien T. Vivien, Jr. & Associates is a Louisiana based company.
4. The City of Monroe is contracted directly with Architecture Associates; whereas, Lucien T. Vivien, Jr. & Associates will work as a subconsultant.

**LUCIEN T. VIVIEN JR. & ASSOCIATES, INC.**

**3510 N Causeway Blvd, Suite 612**

**Metairie, La 70002**

**504-218-5409**

**[www.vivienengineers.com](http://www.vivienengineers.com)**

**CERTIFICATIONS**

DBE- New Orleans International Airport

DBE – Housing Authority of New Orleans

Small Entrepreneurship Certification- Hudson Initiative

**BOARD OF DIRECTORS**

Karen E. Vivien

President

David E. Vivien

Vice President

Raymond A. Conigliaro

Treasurer

Janice B. Vivien

Secretary

**PROJECT MANAGERS/ENGINEERS**

Karen E. Vivien

Electrical Engineer, 27 years experience

David E Vivien

Mechanical Engineer, 20 years experience

Lucien E. Vivien

Mech/Elec Engineer, 60 years experience

Raymond A. Conigliaro

Electrical Engineer, 15 years experience

**ARCHITECT REFERENCE**

Coleman Partners Architects

Multistudio

Marcelle Walter

Lexi Tengo

935 Gravier St, Ste 830

1501 Religion St, Ste A

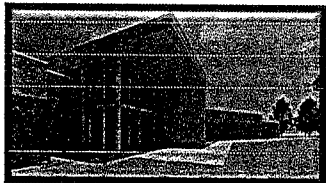
New Orleans, LA 70112

New Orleans, LA 70130

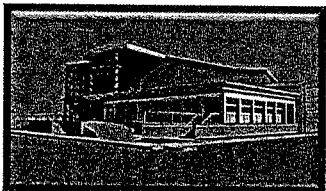
(504) 322-3192

(504) 553-3386

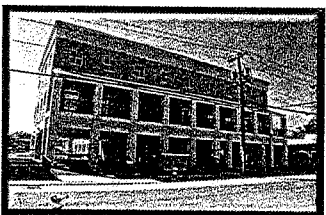
## COMPLETED PROJECTS



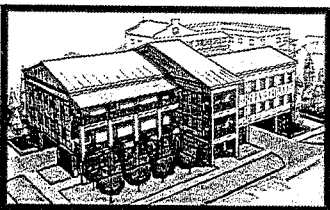
St. Tammany Parish Coroner's Office  
Slidell, LA  
Client: Sizeler Thompson Brown Architects  
Construction: \$7,500,000  
Completed: 2010



Slidell Municipal Auditorium  
Slidell, LA  
Client: Sizeler Thompson Brown Architects  
Construction: \$5,000,000  
Completed: 2010



City of Slidell Building I  
Slidell, LA  
Client: Sizeler Thompson Brown Architects  
Construction: \$5,950,000  
Completed: 2009



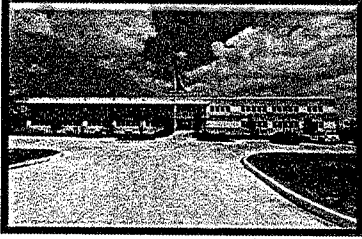
City of Slidell Building II  
Slidell, LA  
Client: Sizeler Thompson Brown Architects  
Construction: \$4,000,000  
Completed: 2010



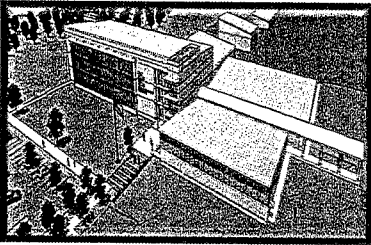
Camp Abbey  
Covington, LA  
Client: Performance Architect  
Construction: \$3,500,000  
Completed: 2011



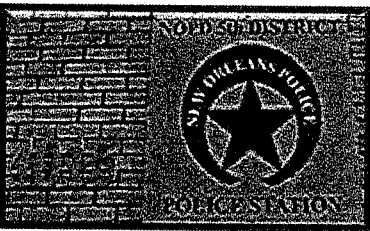
Orleans Parish Civil Defense (911)  
New Orleans, LA  
Client: Sizeler Thompson Brown Architects  
Construction: \$7,000,000  
Completed: 2009



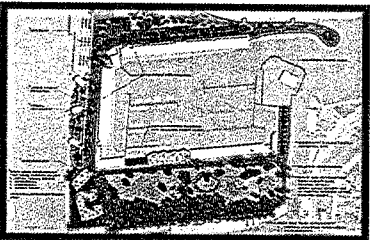
United States Coast Guard Industrial and Administration Bldgs.  
New Orleans, LA  
Client: Broadmoor Design Group  
Construction: \$35,000,000  
Completed: 2009



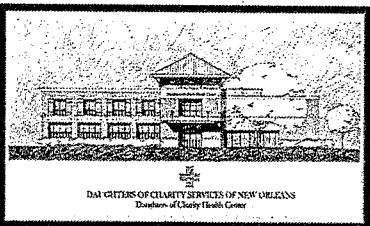
Louisiana National Guard Multi Unit Readiness Center  
Hammond, LA  
Client: Broadmoor Design Group  
Construction: \$55,000,000  
Completed: 2007



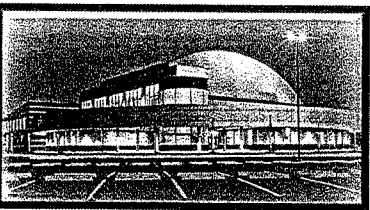
New Orleans 5<sup>th</sup> District Police Precinct  
New Orleans, LA  
Client: Wayne Troyer Architect  
Construction: \$600,000  
Completed: 2011



New Orleans Municipal Yacht Harbor  
New Orleans, LA  
Client: Sizeler Thompson Brown Architects  
Construction: \$19,000,000  
Completed: 2010



Carrollton Medical - Daughters of Charity  
New Orleans, LA  
Client: Blich Knevel Architects  
Construction: \$5,000,000  
Completed: 2010



John A. Alario, Sr. Events Center at Bayou Segnette  
Marrero, LA  
Client: Sizeler Thompson Brown Architects  
Construction: 12,000,000  
Completed: 1999

**RESOLUTION**

**STATE OF LOUISIANA  
CITY OF MONROE**

**NO.** \_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ who moved for its adoption and was seconded by \_\_\_\_\_:

**A RESOLUTION APPROVING TASK ORDER NO. 19 BETWEEN THE CITY OF MONROE AND CSRS, LLC FOR THE DOWNTOWN PEDESTRIAN RAILROAD CROSSING PROJECT.**

---

**WHEREAS**, the City of Monroe entered into a Master Engineering Services Agreement with CSRS, LLC for professional engineering services, (Res. No. 8990);

**WHEREAS**, the City desires to retain CSRS, LLC under that agreement to provide professional engineering services for the Downtown Economic Development District of the City of Monroe for its Downtown Pedestrian Railroad Crossing Project, including tasks related to engineering and inspection services for the project;

**WHEREAS**, Task Order No. 19, which is attached hereto and made part hereof, sets forth the terms, conditions, and compensation for such services for the Downtown Pedestrian Railroad Crossing Project;

**WHEREAS**, the Downtown Economic Development District approved this Task Order and its related cost at its December 16, 2025, meeting.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that Mayor Friday Ellis, or his designee, is hereby authorized to enter into and execute Task Order No. 19 between the City of Monroe and CSRS, LLC, on behalf of the Downtown Economic Development District for the Downtown Pedestrian Railroad Crossing Project.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on December 22, 2025.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**

**TASK ORDER NO. 19**

In accordance with the Master Services Agreement for professional services between City of Monroe ("CLIENT"), and CSRS, LLC (CSRS), a Louisiana corporation, originally dated June 28, 2022 and subsequently renewed on or about August 26, 2025, this Task Order describes the Services, Schedule, and Payment Conditions for Services to be provided by the CSRS on the Project known as:

**Task Order No. 19 – Downtown Railroad Crossing Project**

**SERVICES.** CSRS proposes to perform conceptual Planning, due diligence, and conceptual Design for a proposed Downtown Pedestrian Railroad Crossing, detailed further in Exhibit A attached herein.

**SCHEDULE.** The duration of this Task Order shall be twelve (12) months from the Task Order execution date.

**PAYMENT.** CSRS is authorized to bill on a time and material basis not to exceed One Hundred Thousand Dollars (\$100,000.00) in accordance with the rate table included in the Master Services Agreement.

**TERMS AND CONDITIONS.** The terms and conditions of the Agreement referenced above shall apply to this Task Order, except as expressly modified herein.

**ACCEPTANCE** of the terms of this Task Order is acknowledged by the following signatures of the Authorized Representatives.

**City of Monroe**

**CSRS, LLC**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed Name/Title

\_\_\_\_\_  
Typed Name/Title

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature

## Scope of Work

**Project Title:** Planning and Design of Downtown Monroe Pedestrian Rail Crossing  
**Not-to-Exceed Amount:** \$100,000.00

### 1. Project Overview

This project involves the planning and design of a new pedestrian rail crossing intended to provide safe, ADA-compliant access across an active rail corridor. The goal is to enhance pedestrian connectivity while ensuring compliance with all applicable safety, engineering, and regulatory standards.

### 2. Objectives

- Identify a suitable location for the pedestrian rail crossing.
- Develop conceptual plans
- Progress final design as far as current funding allows, up to plans suitable for permitting and construction bidding.
- Ensure compliance with FRA, CPUC (or relevant governing authority), ADA, and other applicable standards.
- Coordinate with stakeholders, including the rail operator(s), local agencies, and the public.

### 3. Scope of Services

The Consultant shall perform the following services:

#### 3.1 Project Management and Coordination

- Conduct a kickoff meeting with the client and stakeholders.
- Provide a detailed project schedule and regular progress updates.
- Coordinate with the rail operator, utility companies, and regulatory agencies.

#### 3.2 Site Analysis and Data Collection

- Perform site visits and collect field data.
- Identify necessary subconsultant services including but not limited to: survey, geotechnical, Phase I ESA, Wetland Delineations and procure up to three (3) proposals from subconsultants.
- Review existing plans, rail schedules, utilities, and right-of-way information.
- Identify constraints such as signal infrastructure, grade differences, and drainage.

### **3.3 Conceptual Design**

- Develop two or three conceptual crossing alternatives.
- Evaluate each for feasibility, safety, cost, and impact.
- Present alternatives to the client and stakeholders for feedback.

### **3.4 Preliminary and Final Design (subject to funding availability)**

- Prepare preliminary engineering drawings (30%, 60%, and 90% submittals).
- Finalize design plans, including:
  - Crossing layout
  - Pavement and pathway design
  - Fencing, signage, and warning devices
  - Drainage and grading
  - Utility relocation (if needed)
  - Lighting and safety enhancements

### **3.5 Permitting and Regulatory Coordination (subject to funding availability)**

- Coordinate with applicable agencies (e.g., FRA, CPUC, local building/planning departments).
- Prepare application packages for permits and approvals.

### **3.6 Cost Estimating and Constructability Review**

- Provide engineer's estimate of probable construction cost at each design phase.
- Identify potential construction issues and recommend mitigation strategies.

### **3.7 Public Engagement (Optional/As Requested)**

- Prepare materials for one community meeting or stakeholder workshop.
- Assist in presenting the project and gathering public input.

## **4. Deliverables**

- Meeting notes and progress reports
- Site analysis report
- Conceptual alternatives memorandum and drawings
- Cost estimates and constructability reviews

#### Subject to Funding Availability:

- Preliminary design submittals (30%, 60%, 90%)
- Final stamped construction-ready plans (100%)
- Permit application packages

**5. Schedule**

All services shall be completed within 12 months of Notice to Proceed, unless otherwise agreed upon in writing.

**6. Compensation**

The Consultant shall be compensated on a time and materials basis, with total compensation **not to exceed \$100,000.00**, inclusive of all fees, subconsultants, and reimbursable expenses. A supplemental budget for final design and construction phase professional services will be established during the planning and conceptual phase.

**7. Assumptions & Exclusions**

- Geotechnical investigations and land surveying (beyond basic field review) are excluded.
- Environmental review (CEQA/NEPA) is not included but can be added under a separate agreement.
- Construction-phase services are not included in this scope.

<b>Summary Table</b>			
<b>Scope Item</b>		<b>Fee</b>	<b>Comment</b>
Planning & Conceptual Phase	Project Management	Incl.	
	Site Analysis and Data Collection		
	Subconsultant Services (Geotechnical, Phase I ESA, SUE Surveys, etc.)	TBD	CSRS will solicit proposals for any necessary subconsultant services
	Conceptual Design		
<b>Hourly Not-to-Exceed Fee</b>		<b>\$100,000<sup>1</sup></b>	
Final Design Phase	Final Design	TBD	
	Permitting and Environmental Compliance	TBD	
	Cost Estimating	TBD	
	Public Engagement and Outreach	TBD	
<b>Hourly Not-to-Exceed Fee</b>		<b>TBD<sup>2</sup></b>	

**Footnotes:**

1. CSRS will attempt to perform planning and conceptual phase services including acquiring sub consulting data within the established \$100,000 budget. However, some services may be shifted to final design phase due to budget constraints.
2. Final Design Fees can only be determined once a final location is determined for the pedestrian crossing.

**RESOLUTION**

**STATE OF LOUISIANA  
CITY OF MONROE**

**NO.** \_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_ who moved for its adoption and was seconded by \_\_\_\_\_:

**A RESOLUTION ACCEPTING THE KANSAS LN EXT (OLD STERL. – US165) PHASE I (STATE PROJECT NO. H.007289) AS COMPLETE AND FURTHER PROVIDING WITH RESPECT THERETO.**

---

**WHEREAS**, the City Engineer has advised that the Kansas Ln Ext (Old Sterl. – US165) Phase I Project has reached completion.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that work done by D&J Construction Company, LLC on the Kansas Ln Ext (Old Sterl.-US165) Phase I Project is hereby accepted as complete; and

**BE IT FURTHER RESOLVED** that Mayor Friday Ellis, or his designee, is hereby authorized to enter into and execute any necessary documents accepting the work on the Kansas Ln Ext (Old Sterl.-US165) Phase I Project as complete.

This Resolution was submitted in writing and was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on December 22, 2025.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**

**ORDINANCE**

**STATE OF LOUISIANA**  
**CITY OF MONROE**

NO. \_\_\_\_\_

The following Ordinance was introduced by \_\_\_\_\_, who moved for its adoption, and was seconded by \_\_\_\_\_:

**AN ORDINANCE DECLARING A 0.451 ACRE TRACT OF LAND IN THE GARRETT ROAD ECONOMIC DEVELOPMENT AREA NO LONGER NECESSARY FOR PUBLIC USE, REVOKING ANY DEDICATIONS, AND AUTHORIZING SAID PROPERTY TO BE SOLD AT PRIVATE SALE TO REMINGTON MONROE CORPORATION AND FURTHER PROVIDING WITH RESPECT THERETO.**

**WHEREAS**, the City of Monroe is the owner of a roughly 0.451-acre tract of land, which is a portion of a larger, roughly 13.61-acre parcel acquired by the City of Monroe through Act of Sale (Inst. # 1390773; CB 1916, P 880) and Act of Donation dated November 13, 2003 (Inst. # 1390774; CB 1916, P 894);

**WHEREAS**, the property, including the 0.451-acre tract of land, was acquired, in part, to construct public roads fronting Interstate 20 within the Garrett Road Economic Development Area;

**WHEREAS**, Remington Monroe Corporation has requested that the City of Monroe sell to it the 0.451-acre tract and submitted a preliminary proposal for development of the property, which includes constructing a lay-down yard and commercial facility;

**WHEREAS**, because City no longer intends to construct a frontage road in that proposed location, and because construction of a roadway across that parcel of property would serve no practical purpose, the City Council has determined that the property is no longer necessary for public use;

**WHEREAS**, to the extent that there are any dedicated roads, streets, alleyways, servitudes, or utility servitudes within the boundaries of the 0.451-acre tract land, those roads, streets, alleyways, servitudes, and utility servitudes are abandoned and no longer needed for public purposes;

**WHEREAS**, the purchase price for the property is \$31,332.32, which is greater than the appraised value of the property;

**WHEREAS**, the Monroe City Council deems the sale of the property subject to the terms and conditions of the Act of Cash Sale to be in the best interest of the City of Monroe;

**WHEREAS**, the Act of Cash Sale conveying the property to Remington Monroe Corporation is attached hereto and made part hereof.

**NOW THEREFORE, BE IT ORDAINED** by the City Council of the City of Monroe, Louisiana, in legal session convened, that:

**Section 1.** The City Council does hereby declare the following 0.451-acre tract of land as no longer necessary for public use:

Commence at a found 5/8" rebar at the southeast corner of Tract 10 of L & A Subdivision, as per plat records in Plat Book 24, Page 63 of the records of Ouachita Parish, Louisiana, and the **POINT OF BEGINNING**; proceed in a northeasterly direction along the south line of Tract 11-A of the Resubdivision of Tracts 2-8, Tract 11 & 70' Reserved Strip of L & A Subdivision, as per plat recorded in Instrument No. 1888237 of the records of Ouachita Parish, Louisiana, and a curve to the left, an arc distance of 413.64 feet (Radius=395.00 feet, Chord North 65° 29'12" East – 395 feet) to a found 5/8" rebar; thence proceed South 05°39'12" West, a distance of 197.50 feet to a set 5/8" rebar; thence proceed North 84°30'48" West, a distance of 342.08 feet to the **POINT OF**

**BEGINNING**, containing 0.451 acres, more or less.

**Section 2.** To the extent there are any dedicated roads, streets, alleyways, servitudes, or utility servitudes within the bounds of the 0.451-acre tract, those roads, streets, alleyways, servitudes, and utility servitudes are abandoned, no longer needed for public purposes, and are hereby revoked.

**Section 3.** The City of Monroe is hereby authorized and empowered to sell the property, for cash, at private sale, to Remington Monroe Corporation under the terms, conditions and for the consideration set forth in the Act of Cash Sale which is attached hereto and made part hereof.

**Section 3.** Mayor Friday Ellis is hereby authorized and empowered to execute the said Act of Cash Sale for and on behalf of the City of Monroe, Louisiana.

**Section 4.** Under the provisions of Louisiana Revised Statute 33:4712, prior to the final adoption hereof, notice of this Ordinance was published in the official journal three (3) times within fifteen (15) days, one week apart.

**This Ordinance** was introduced on December 22, 2025.

**Notice published** on the \_\_\_\_\_ day of \_\_\_\_\_, 2025.

This Ordinance having been submitted in writing, introduced, and published, was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Ordinance was declared **ADOPTED** on January 13, 2025.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**

\_\_\_\_\_  
**MAYOR'S APPROVAL**

\_\_\_\_\_  
**MAYOR'S VETO**

<b>ACT OF CASH SALE</b>	*	<b>UNITED STATES OF AMERICA</b>
	*	
<b>BY: CITY OF MONROE</b>	*	<b>VARIOUS STATES</b>
	*	
<b>TO: REMINGTON MONROE CORPORATION</b>	*	<b>VARIOUS COUNTY/PARISHES</b>
	*	
	*	

\*\*\*\*\*

BE IT KNOWN, that on the dates set forth below, but made effective as of the \_\_\_\_ day of \_\_\_\_\_, 202\_\_, before the undersigned Notaries Public, duly commissioned and qualified in and for the Parishes/Counties and States aforesaid, and in the presence of the undersigned competent witnesses,

**PERSONALLY CAME AND APPEARED:**

**CITY OF MONROE**, a political subdivision of the State of Louisiana and a body politic, represented herein by Friday Ellis, Mayor, duly authorized to appear herein by an Ordinance adopted by the City Council of the City of Monroe, Louisiana, a certified copy of which is attached hereto, and having a permanent mailing address of P.O. Box 123, Monroe, Louisiana 71210

(“Seller”),

who declared that Seller does by these presents, grant, bargain, sell, convey, transfer, assign, set over, abandon and deliver, with all legal warranties and with full substitution and subrogation in and to all the rights and actions of warranty which Seller has or may have against all preceding owners and vendors, together with all rights of prescription, whether acquisitive or liberative, to which said Seller may be entitled, unto:

**REMINGTON MONROE CORPORATION (TIN: xx-xxx\_\_\_\_\_)**, a Delaware corporation authorized to and doing business in the State of Louisiana, appearing herein through undersigned officer, duly authorized by resolutions of its Board of Directors, a certified copy of which is annexed hereto, whose permanent mailing address is 8550 United Plaza Building II, Ste. 305, Baton Rouge, LA 70809

(“Purchaser”),

here present, accepting, and purchasing, for Purchaser, Purchaser’s successors, heirs and assigns, and acknowledging due delivery and possession thereof, the property described on Exhibit A attached hereto and made a part hereof, and all of Seller’s right, title and interest therein (the “Property”).

TO HAVE AND TO HOLD the Property unto the Purchaser, and Purchaser’s successors, heirs and assigns forever.

This sale is made and accepted for and in total consideration of the price and sum of **THIRTY ONE THOUSAND THREE HUNDRED THIRTY TWO and 32/100 DOLLARS (\$31,332.32.00)**, cash, which Purchaser has well and truly paid, in ready and current money to Seller, who hereby acknowledges the receipt thereof and grants full acquittance and discharge therefor.

All taxes up to and including the taxes due and exigible in 2025 are paid. In accordance with La. R.S. 9:2721, from and after the date of this Act of Cash Sale, (a) the name of the person responsible for all property taxes and assessments is Purchaser, and (b) all property tax and assessment notices should be mailed to the Purchaser's address stated hereinabove.

The parties hereto do hereby waive and dispense with the production of any and all certificates and/or researches required by law and relieve and release us, Notaries Public, from any and all liability and/or responsibility for the nonproduction thereof.

This Act of Cash Sale may be executed by the parties thereto in several counterparts, each of which when so executed shall be deemed to be an original, but all such counterparts shall together constitute but one and the same instrument.

[Remainder of Page Intentionally Blank]

**THUS DONE AND PASSED**, in multiple original, in the Parish of Ouachita, State of Louisiana, on the \_\_\_ day of \_\_\_\_\_, 202\_, in the presence of the undersigned competent witnesses, who hereunto sign their names with the said Appearer and me, Notary.

**WITNESSES:**

**SELLER:**

**CITY OF MONROE**

\_\_\_\_\_  
Name: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Friday Ellis  
Title: Mayor

\_\_\_\_\_  
Name: \_\_\_\_\_

\_\_\_\_\_  
**NOTARY PUBLIC**

**THUS DONE AND PASSED**, in multiple original, in the County of \_\_\_\_\_, State of \_\_\_\_\_, on the \_\_\_ day of \_\_\_\_\_, 202\_, in the presence of the undersigned competent witnesses, who hereunto sign their names with the said Appearer and me, Notary.

**WITNESSES:**

**PURCHASER:**

**REMINGTON MONROE CORPORATION**

\_\_\_\_\_  
Name: \_\_\_\_\_

By: \_\_\_\_\_

Name:

Title:

\_\_\_\_\_  
Name: \_\_\_\_\_

\_\_\_\_\_  
**NOTARY PUBLIC**

## EXHIBIT A

### Legal Description

A CERTAIN TRACT OR PARCEL OF GROUND situated in Section 2, Township 17 North, Range 4 East, Land District North of Red River, Ouachita Parish, Louisiana, and being more particularly described as follows:

Commence at a found 5/8" rebar at the southeast corner of Tract 10 of L & A Subdivision, as per plat records in Plat Book 24, Page 63 of the records of Ouachita Parish, Louisiana, and the **POINT OF BEGINNING**; proceed in a northeasterly direction along the south line of Tract 11-A of the Resubdivision of Tracts 2-8, Tract 11 & 70' Reserved Strip of L & A Subdivision, as per plat recorded in Instrument No. 1888237 of the records of Ouachita Parish, Louisiana, and a curve to the left, an arc distance of 413.64 feet (Radius=395.00 feet, Chord North 65° 29'12" East – 395 feet) to a found 5/8" rebar; thence proceed South 05°39'12" West, a distance of 197.50 feet to a set 5/8" rebar; thence proceed North 84°30'48" West, a distance of 342.08 feet to the **POINT OF BEGINNING**, containing 0.451 acres, more or less.

Being subject to all easements, servitudes and rights-of-way of record and/or of use.

Together with all rights, ways, privileges and servitudes thereunto belonging or in anywise appertaining.

Being a portion of the same property acquired by The City of Monroe from Morris P. Albritton *et al* by Act of Sale of Property, recorded in the conveyance records of Ouachita Parish on November 13, 2003 at Inst # 1390773, COB 1916, Page 880, and further acquired by The City of Monroe, Louisiana from Morris P. Albritton *et al* by Act of Donation of Immovable Property and Grant of Utility Easements, recorded in the conveyance records of Ouachita Parish on November 13, 2003 at Inst # 1390774, COB 1916, Page 894.

Ouachita Parish Parcel No. 114536

**ORDINANCE**

**STATE OF LOUISIANA  
CITY OF MONROE**

**NO.** \_\_\_\_\_

The following Ordinance was introduced by \_\_\_\_\_, who moved for its adoption, and was seconded by \_\_\_\_\_:

**AN ORDINANCE REVOKING ANY AND ALL DEDICATIONS WITHIN A 70' x 305.55' RESERVED STRIP LOCATED IN THE GARRETT ROAD ECONOMIC DEVELOPMENT AREA.**

---

**WHEREAS**, by plat dated and filed May 3, 2011 (PB 24, P 63), East Ouachita Development subdivided a larger parcel within the Garrett Road Economic Development Area into several smaller tracts;

**WHEREAS**, the subdivision included a 70' by 305.55' reserved strip located between Tracts 8 and 9;

**WHEREAS**, to the extent the reserved strip was dedicated to the public, it is abandoned and no longer required for any public purpose, including the construction of any streets, roads or alleyways; and

**WHEREAS**, out of an abundance of caution and for the avoidance of doubt, the City of Monroe desires to revoke any public dedication concerning the reserved strip.

**NOW THEREFORE, BE IT ORDAINED** by the City Council of the City of Monroe, Louisiana, in legal session convened, that, to the extent a public dedication exists, the approximately 70' wide by 305.55' reserved strip located between Tracts 8 and 9 in the May 3, 2011 East Ouachita Development Survey Plat (PB 24, P 63) is declared abandoned, no longer necessary for public use, and hereby revoked.

**This Ordinance** was introduced on December 22, 2025.

**Notice published** on \_\_\_\_\_.

This Ordinance having been submitted in writing, introduced and published, was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Ordinance was declared **ADOPTED** on January 13, 2025.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**

\_\_\_\_\_  
**MAYOR'S APPROVAL**

\_\_\_\_\_  
**MAYOR'S VETO**

**ORDINANCE**

**STATE OF LOUISIANA  
CITY OF MONROE**

NO. \_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_, who moved for its adoption, and was seconded by \_\_\_\_\_:

**AN ORDINANCE AMENDING SECTION 9-21 (BUILDINGS) OF THE CITY OF MONROE CODE AND FURTHER PROVIDING WITH RESPECT THERETO.**

**WHEREAS**, Chapter 9 of the City of Monroe Code, entitled “Buildings,” contains certain rules and regulations regarding the construction of buildings;

**WHEREAS**, the City seeks to ensure it follows the standard building codes set forth by the International Code Council and followed by the State of Louisiana by periodically updating its adopted building and safety codes;

**WHEREAS**, the purpose of this Ordinance is to update the standard codes adopted by the City of Monroe;

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Monroe, Louisiana, in legal session convened, that Section 9-21 of the Code of Ordinances of Monroe, Louisiana, is hereby amended to read as follows:

**Sec. 9-21. - Adoption.**

(a) There is hereby adopted by the City of Monroe, Louisiana, for the purpose of establishing regulations for the construction, alteration, removal, demolition, equipment, use, and occupancy, location and maintenance of buildings, structures, swimming pools, and equipment within the City of Monroe, Louisiana, the following standard codes prepared by the International Code Council:

1. International Building Code, 2021 Edition.
2. International Residential Code, 2021 Edition.
3. International Existing Building Code, 2021 Edition.
4. International Fire Code, 2021 Edition.
5. International Plumbing Code, 2021 Edition.
6. National Electric Code, 2020 Edition.
7. International Gas Code, 2021 Edition.
8. International Mechanical Code, 2021 Edition.
9. National Fire Protection Association 101 (NFPA 101- Life Safety Code), 2015 Ed.
10. ANSI, 2009 Edition.
11. ADAAG, 2009 Edition.

(b) These codes are adopted and incorporated by reference as fully as if set out at length herein, except such portions as may be in conflict with federal, state, or local law, or which may be specifically deleted, and shall be controlling for the construction, alteration, removal, demolition, equipment, use and occupancy, location and maintenance of buildings, structures, swimming pools, and equipment within the City of Monroe, Louisiana. Copies of such codes shall be on file in the Engineering Department of the City of Monroe, Louisiana.

**This Ordinance** was introduced on November 10, 2025.

**Notice published** on \_\_\_\_\_, 2025.

This **Ordinance** having been submitted in writing, introduced, and published, was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the **Ordinance** was declared **ADOPTED** on \_\_\_\_\_, 2025.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**

\_\_\_\_\_  
**MAYOR'S APPROVAL**

\_\_\_\_\_  
**MAYOR'S VETO**

**ORDINANCE**

**STATE OF LOUISIANA**  
**CITY OF MONROE**

NO. \_\_\_\_\_

The following Resolution was offered by \_\_\_\_\_, who moved for its adoption, and was seconded by \_\_\_\_\_:

**AN ORDINANCE AMENDING SECTION 9-25 (BUILDINGS) OF THE CITY OF MONROE CODE AND FURTHER PROVIDING WITH RESPECT THERETO.**

**WHEREAS**, Chapter 9 of the City of Monroe Code, entitled “Buildings,” contains certain rules and regulations regarding the construction of buildings;

**WHEREAS**, the purpose of this Ordinance is to update the penalties for failure to obtain a permit to perform work or beginning work prior to the issuance of a permit in the jurisdiction as required, or misrepresenting the value or scope of work, or failure to obtain inspections as required by law; and

**WHEREAS**, the City desires to establish a uniform penalty of five hundred dollars (\$500.00) for all violations, regardless of whether it constitutes a first or subsequent offense, and to impose double permit fees for failure to obtain the required permit;

**WHEREAS**, the City also desires to impose administrative penalties for failure to obtain permits, including restrictions on the ability to obtain future permits.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Monroe, Louisiana, in legal session convened, that Section 9-25 of the Code of Ordinances of Monroe, Louisiana, is hereby amended to read as follows:

**Sec. 9-25. – Penalties.**

Anyone who is found guilty of violating the provisions of this chapter, including the provisions of the Standard Building Code as adopted herein, or fails to obtain a permit to perform work or beginning work prior to the issuance of a permit in the City of Monroe as required, or misrepresenting the value or scope of work, or failure to obtain inspections as required by law shall be fined five hundred dollars (\$500.00) per permit and doubled permit fees. Any person or entity found to have committed two (2) or more such violations shall be prohibited from the issuance of any new permits for a period of one (1) year.

\*See Section 9-24(a)(2) for permit fees.

**This Ordinance** was introduced on November 10, 2025.

**Notice published** on \_\_\_\_\_, 2025.

This **Ordinance** having been submitted in writing, introduced, and published, was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the **Ordinance** was declared **ADOPTED** on \_\_\_\_\_,

2025.

\_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**CITY CLERK**

\_\_\_\_\_  
**MAYOR'S APPROVAL**

\_\_\_\_\_  
**MAYOR'S VETO**