

## Internal Memorandum

Public Works Department  
Office of the Director (5200)

**TO:** Professional Services Review Committee **DATE:** October 6, 2020

**THRU:** Cydra Wingerter

**FROM:** Chad Nepveaux

**SUBJECT:** **PROFESSIONAL SERVICES REVIEW COMMITTEE**  
**CALL FOR COMMITTEE MEETING**

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Please be advised that the meeting scheduled for **Thursday, October 8, 2020 at 8:30 a.m.** in the Public Works Administrative Building – Large Conference Room (1515 E. University Ave, Building A). The purpose of the meeting is to make recommendations to the Lafayette Mayor-President for professional services contract awards for the following:

- 1. Project:** **Rural Asphalt Street Overlay and Rehabilitation - 2020**  
**Requesting Department/Agency:** Public Works/CID  
**Services Requested:** Testing and Inspection  
**Scope of Services:** Material testing and inspection during construction to ensure materials and methods used are within LCG Specifications  
**Estimated Fees:** \$230,000  
**Staff/Agency Recommendation:** Louisiana Testing & Inspection
- 2. Project:** **Remnant Properties**  
**Requesting Department/Agency:** Public Works/CID  
**Services Requested:** Appraiser  
**Scope of Services:** Appraise properties and provide appraisal summary report  
**Estimated Fees:** \$2,400  
**Staff/Agency Recommendation:** Cope Associates
- 3. Project:** **2020 Curbside Recycling Cart Tagging and Education Campaign**  
**Requesting Department/Agency:** PW/EQ/Recycling  
**Services Requested:** Advertising  
**Scope of Services:** Advertising and media outreach  
**Estimated Fees:** \$9,800  
**Staff/Agency Recommendation:** Town Square Media
- 4. Project:** **Insurance Broker**  
**Requesting Department/Agency:** Finance & Management/Risk Management  
**Services Requested:** Insurance Broker  
**Scope of Services:** Insurance provider for catastrophic property insurance  
**Estimated Fees:** \$TBD  
**Staff/Agency Recommendation:** Hub International Gulf South

5. **Project:** **General Electrical Distribution Design (As-Needed)**  
**Requesting Department/Agency:** LUS  
**Services Requested:** Consultant  
**Scope of Services:** Design of electrical construction projects to include, but not be limited, to engineering design, load studies, down guy calculations, standards review, phase verification and pole audits on an as-needed basis  
**Estimated Fees:** \$250,000  
**Staff/Agency Recommendation:** **Lutz, Daily & Brain**
6. **Project:** **Government Relations/Delegation Support Services**  
**Requesting Department/Agency:** Mayor-President  
**Services Requested:** Lobbyist/Government Relations  
**Scope of Services:** Provide government relations and delegation support services  
**Estimated Fees:** \$20,000  
**Staff/Agency Recommendation:** **The Corridor Group**



**Chad Nepveux**

*Chair – Professional Services Review Committee*