

Internal Memorandum

Public Works Department
Office of the Director (5200)

TO: Professional Services Review Committee
DATE: August 6, 2018
THRU: Lowell Duhon
FROM: Mark Dubroc
SUBJECT: PROFESSIONAL SERVICES REVIEW COMMITTEE
CALL FOR COMMITTEE MEETING

A meeting of the Professional Services Review Committee is being called for **Tuesday, August 7, 2018 at 5:00 p.m.**, in the Small Briefing Room in the Council Chambers at City Hall. The purpose of the meeting is to make recommendations to the Lafayette Mayor-President for contract awards for the following:

<u>Project/Services Required</u>	<u>Approx. Cost</u>	<u>Recommendation(s)</u>
Library Bookmobile Wrap & Branding (Library) <i>Marketing/Production</i>	\$9,200	Right Angle
Sheriff Office Window Replacement (PW/Fac. Maint.) <i>Architect</i>	\$12,900	Poche Prouet
**Beaullieu Park - Pickle Ball Court Lighting (PW) <i>Electrical Engineer</i>	\$9,000	Craig Hebert Engineering
**Reapportionment Plan/Charter Amendments (Council) <i>Demographic Services</i>	\$9,000	Geographic Planning & Demographic Services

**These two (2) Items were the subject of a July 24, 2018 meeting of the Professional Services Review Committee. However, the July 24, 2018 Meeting Notice that was posted contained a typographical error which indicated an incorrect meeting date of June 24, 2018. Therefore, the Professional Services Review Committee considers that meeting "null and void" for lack of proper Notice. As such, these items will be reconsidered at the Professional Services Review Committee meeting of Tuesday, August 7, 2018.



Mark B. Dubroc, P.E.
Public Works Director

SCOPE OF SERVICES

LIBRARY BOOKMOBILE WRAP & BRANDING – Creative services to include concept development, naming, slogan or tagline, design/layout (including photo location shoot of images designed for bookmobile wrap).

SHERIFF OFFICE WINDOW REPLACEMENT – Architect shall prepare plans and specifications for the window replacement project.

BEAULLIEU PARK – PICKLE BALL COURT LIGHTING - electrical engineer design and prepare plans and specifications for the installation of lights for the outdoor pickle ball courts.

REAPPORTIONMENT PLAN/CHARTER AMENDMENTS – Demographic services to determine boundaries of council districts for the proposed changes.