

On motion of **Ms. Lee-Sheng**, seconded by **Mr. Roberts**, the following resolution was offered:

**RESOLUTION NO. 128663**

A resolution approving Amendment No. 5 to the Agreement between the Parish of Jefferson and GCR, Inc. to increase the contract cap by \$88,500 and to extend the contract. (Parishwide)

**WHEREAS**, the Parish entered into an Agreement with GCR, Inc. on May 21, 2015 pursuant to Resolution 124753, to assist in the development and drafting of best practices in the day to day operation of the Department of Community Development with a contract cap of \$99,988.64; and

**WHEREAS**, Amendment No. 1 approved by Council on August 12, 2015 pursuant to Resolution 125420, increased the contract cap to \$169,988.64 and expanded the scope to include technical assistance associated with HUD's National Disaster Resilience Competition; and

**WHEREAS**, Amendment No. 2 approved by Council on September 23, 2015 pursuant to Resolution 125683, increased the scope to include assistance with program delivery in the Parish's Hurricane Isaac Housing Assistance and Elevation Support Programs and to increase the contract cap for expenses associated with the expanded scope in the amount of \$88,400; and

**WHEREAS**, Amendment No. 3 was approved by the Council on March 16, 2016 pursuant to resolution Number 126722, wherein it was requested to increase the contract cap by \$58,000 needed to complete the scope of work necessary to ensure that all Federal regulations are adhered to and the program remains in compliance on a task based program allotment and to extend the contract for one year; and,

**WHEREAS**, Amendment No. 4 was approved by the Council on August 24, 2016 pursuant to Resolution Number 127748, to increase the contract cap by \$58,000 needed to provide additional staffing for the Community Development Department that has scaled from a staff of 45 before Hurricane Katrina and now with a staff of 17 and to provide the Community Development Department with assistance with subsidy layering and underwriting analysis for the development of a senior housing community previously approved by the Council and any other development that the Parish may approve; and,

**WHEREAS**, there remains a need to provide additional staffing for the Department of Community Development to adhere to the requirements imposed as result of receiving federal assistance and to extend the contract date.

**NOW THEREFORE, BE IT RESOLVED**, by the Jefferson Parish Council of Jefferson Parish, Louisiana, acting as governing authority of said Parish:

**SECTION 1.** The Amendment No. 5 to Agreement between the Parish of Jefferson and GCR, Inc. to further increase the contract cap by \$88,500 to a total of \$ 462,888.64 and extend the contract is hereby approved.

**SECTION 2.** That, the contract shall be amended as provided in the attached, Amendment No. 5.

**SECTION 3.** The expenditures associated with this amendment shall be made as follows:

| <b>Task</b> | <b>Budget</b> | <b>Account Number</b>                      |
|-------------|---------------|--|
| ESG         | \$3,500       | Account No. 21390-1220-139-7331-13940-001  |
| HOME        | \$15,000      | Account No. 21340-1180-139-7331-91601-0005 |
| CDBG        | \$45,000      | Account No. 21280-1172-139-7331-81602-001  |
| CDBG-DR     | \$25,000      | Account No. 21310-1195-139-7331-13124-500  |

**SECTION 4.** That the Chairman of the Jefferson Parish Council, or in his absence the Vice-Chairperson, be and they are, hereby authorized to execute any and all documents necessary to give full force and effect to this resolution.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

**YEAS: 5**

**NAYS: None**

**ABSENT: (1) Johnston**

This resolution was declared to be adopted this 1<sup>st</sup> day of February, 2017.

THE FOREGOING IS CERTIFIED  
TO BE A TRUE & CORRECT COPY



EULA A. LOPEZ  
PARISH CLERK

JEFFERSON PARISH COUNCIL

**AMENDMENT NO. 5**  
**TO AGREEMENT BETWEEN**  
**THE PARISH OF JEFFERSON**  
**AND**  
**GCR, INC.**

STATE OF LOUISIANA  
PARISH OF JEFFERSON

THIS AMENDMENT made and entered into on this 7<sup>th</sup> day of April, 2017 by and between the Jefferson Parish Council, represented herein by its Council Chairman, Christopher L. Roberts, duly authorized to act by virtue of Resolution No. 128663, adopted on 1<sup>st</sup> day of February 2017, and GCR, Inc., represented herein by Angele C. Romig, Vice President.

WITNESS THAT:

**WHEREAS**, the Parish entered into an Agreement with GCR, Inc. on May 21, 2015 pursuant to Resolution Number 124753, to assist in the development and drafting of best practices in the day to day operation of the Department of Community Development with a contract cap of \$99,988.64; and

**WHEREAS**, Amendment No. 1 approved by Council on August 12, 2015 pursuant to Resolution Number 125420, increased the contract cap to \$169,988.64 and expanded the scope to include technical assistance associated with HUD's National Disaster Resilience Competition; and

**WHEREAS**, Amendment No. 2 approved by Council on September 23, 2015 pursuant to Resolution Number 125683, increased the scope to include assistance with program delivery in the Parish's Hurricane Isaac Housing Assistance and Elevation Support Programs and to increase the contract cap for expenses associated with the expanded scope in the amount of \$88,400.00; and

**WHEREAS**, Amendment No. 3 was approved by the Council on March 16, 2016 pursuant to Resolution Number 126722, wherein it was requested to increase the contract cap by \$58,000.00 needed to complete the scope of work necessary to ensure that all Federal regulations are adhered to and the program remains in compliance on a task based program allotment and to extend the contract for one year; and

**WHEREAS**, Amendment No. 4 was approved by the Council on August 24, 2016 pursuant to Resolution Number 127748, to increase the contract cap by \$58,000.00 needed to provide additional staffing for the Community Development Department that has scaled from a staff of 45 before Hurricane Katrina and now with a staff of 17 and to provide the Department of Community Development with assistance with subsidy layering and underwriting analysis for the development of a senior housing community previously approved by the Council and any other development that the Parish may approve; and

**WHEREAS**, there remains a need to provide additional staffing for the Department of Community Development to adhere to the requirements imposed as result of receiving federal assistance and to increase the contract cap in the amount of \$88,400.00 and to extend the contract date.

**NOW**, it is hereby agreed between the parties hereto that Amendment No. 5 to the Agreement dated May 21, 2015, is as follows:

**Section 1. Preambles:** The foregoing preambles are accepted as true and correct by the parties and are incorporated herein by reference as if fully stated herein in their entirety.

**Section 2.** Section 1.0 shall be amended as follows:

**1.0 Scope of Services.** FIRM shall provide Technical Assistance to the Department of Community Development to obtain a firm that is familiar with federal regulations, state laws, parish ordinances and departmental processes to assist in the development and drafting of best practices in the day to day operation of the Department of Community Development under RFP No.0315. FIRM shall meet the scope of services as per the RFP No. 0315 as amended and the FIRM'S written bid proposal dated July 18, 2014, copies of which are on file in the Office of the Chief Buyer for the Parish of Jefferson under RFP No. 0315. FIRM shall also provide additional services as outlined in Attachment H.

**Section 3.** Section 3.1 shall be amended as follows:

**3.1 Term.** The term of this Agreement shall commence on the date of full execution hereof, and shall expire on April 30, 2018.

**Section 4.** Section 4.2 shall be amended as follows:

**4.2 Payments.** PARISH shall pay FIRM in accordance with previously provided Exhibits A & F on a net thirty (30) day basis from the date of receipt by PARISH. The FIRM shall bill the PARISH for each task individually for each program outlined in Exhibit F. The contract cap is being increased by Eighty Eight Thousand Four Hundred Dollars and 00/00 (\$88,400.00).

**Section 5. Miscellaneous:** This 5<sup>th</sup> Amendment represents the full agreement of the Parties concerning the subject matter contained herein, and supersedes any written or oral representations regarding the subject matter contained herein. Except as amended by the provisions of this 5<sup>th</sup> Amendment, all other terms and provisions of the Agreement shall enjoy full force and effect.

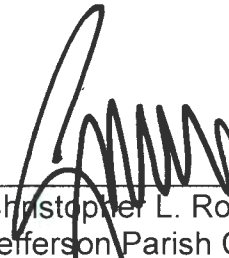
All other terms and conditions of the contract will remain unchanged and in full force and effect except as amended herein.

Thus done and signed on the 7th day of April, 2017, quadruplicate originals, in the presence of the undersigned competent witnesses.

WITNESSES:

Gail LeNormand  
Deshine Parker

PARISH OF JEFFERSON,

BY   
Christopher L. Roberts, Chairman  
Jefferson Parish Council

WITNESSES:

Gail LeNormand  
Deshine Parker

GCR, ~~LLC~~ Inc.

BY   
Angele C. Romig, Vice President

**Request for Proposal**

**AFFIDAVIT**

**STATE OF** Louisiana

**PARISH/COUNTY OF** Orleans

BEFORE ME, the undersigned authority, personally came and appeared: Nicolas Alberga  
, (Affiant) who after being by me duly sworn, deposed and said that he/she is  
the fully authorized Chief Financial Officer of GCR Inc. (Entity), the party who  
submitted a proposal in response to RFP Number 0315, to the Parish of Jefferson.

Affiant further said:

**Campaign Contribution Disclosures**

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** X Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B**  there are NO campaign contributions made which would require disclosure under Choice A of this section.



Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B X There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A \_\_\_\_\_ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by telephone or by personal contact, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

Choice B X there are NO solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

Subcontractor Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A \_\_\_\_\_ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

Choice B X There are NO subcontractors which would require disclosure under Choice A of this section.

Signature of Affiant

Nicolas Alberga

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 2nd DAY OF May, 20 16.

Notary Public

Printed Name of Notary

DAVID R. RIZZO

NOTARY PUBLIC

(NOTARY ID 68756)

PARISH OF ORLEANS-STATE OF LOUISIANA

My Commission Expires is Issued For Life

Notary/Bar Roll Number

My commission expires: \_\_\_\_\_.



## Campaign Contributions

### Campaign Contributions

Per the requirements of the RFP, listed below are all campaign contributions made to current or former members of Jefferson Parish Council or the Jefferson Parish President by GCR Inc. within the last two years of the date of the affidavit.

| Date    | Name          | Office                     | Contribution Amount |
|---------|---------------|----------------------------|---------------------|
| 1/16/16 | Mark Spears   | Jefferson Parish Council   | \$1,000.00          |
| 4/27/16 | Michael Yenni | Jefferson Parish President | \$500.00            |





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/31/2016

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

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

**PRODUCER**  
Commercial Lines - 952-242-3100  
Wells Fargo Insurance Services USA, Inc.  
400 Highway 169 South  
St. Louis Park, MN 55426

**INSURED**  
GCR Inc.  
2021 Lakeshore Drive, Ste 500  
New Orleans LA 70122

**CONTACT NAME:** Alice Brutcher  
**PHONE (A/C, No, Ext):** (952) 242-3075  
**FAX (A/C, No):**  
**E-MAIL ADDRESS:** alice.brutcher@wellsfargo.com

| INSURER(S) AFFORDING COVERAGE |                                     | NAIC # |
|-------------------------------|-------------------------------------|--------|
| INSURER A :                   | Hartford Fire Insurance Company     | 19682  |
| INSURER B :                   | Hartford Casualty Insurance Company | 29424  |
| INSURER C :                   |                                     |        |
| INSURER D :                   |                                     |        |
| INSURER E :                   |                                     |        |
| INSURER F :                   |                                     |        |

## COVERAGES

**CERTIFICATE NUMBER:** 10327486

**REVISION NUMBER:** See below

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

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD                                    | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|--|----------|---------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |  |          | 41UUNVT0682   | 4/3/2016                | 4/3/2017                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ |
| A        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br>ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS   |  |          | 41UUNVT0682   | 4/3/2016                | 4/3/2017                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$   |
|          | UMBRELLA LIAB<br>EXCESS LIAB<br>DED RETENTION \$  |  |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$  |
| B        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br><input checked="" type="checkbox"/> N | N/A      | 41WEAA0236    | 4/3/2016                | 4/3/2017                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                       |

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

The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council. are additional insured for the General Liability and Automobile Liability as respects to work performed by the named insured.

## CERTIFICATE HOLDER

The Parish of Jefferson, its Districts, Departments and Agencies under the Purchasing Dept.  
P.O. Box 9  
Gretna, LA 70054  
RESOLUTION NO.: 124753

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



---

## MEMORANDUM

---

**TO:** Tamithia Shaw, Director, Department of Community Development  
**FROM:** Adrienne Duncan, GCR Inc.  
**SUBJECT:** GCR Technical Assistance Contract  
**DATE:** January 17, 2017

---

### I. Current Needs of the Department

Per recent discussions with Jefferson Parish Department of Community Development (JPDCD), our team's effort will be focused on the following tasks and deliverables:

- a. Subrecipient Guidelines and reporting forms
- b. ESG Subrecipient monitoring and reporting
- c. Finalize CDBG-DR Action Plan Amendment
- d. Finalize CDBG-DR Certifications
- e. First review HOME First Time Homebuyer Program

### II. Contract Extension

Currently, the GCR Technical Assistance contract is set to end on April 30, 2017. In light of recent conversations with JPDCD, GCR is proposing an extension through April 30, 2018. The contract extension would maintain the same scope as the original contract and subsequent extensions and enable GCR to continue the level of Technical Assistance our team currently provides to the JPDCD staff, thereby supporting JPDCD's administration of its program portfolio and the department's continued efforts to meet all HUD requirements and expenditure deadlines for its annual and disaster recovery programs.

### III. Proposed Budget

GCR worked with JPDCD to determine the budget for 2016-2017 HUD program year. The below budget provides a proposed breakdown of the funding for each program. In order to provide maximum flexibility based on the needs of the department, funds may be moved from one program to another program without council approval. Any changes in the program funding will be approved in writing by JPDCD.

| Technical Assistance Budget |                 |
|-----------------------------|-----------------|
| ESG                         | \$3,500         |
| HOME                        | \$15,000        |
| CDBG                        | \$45,000        |
| CDBG-DR                     | \$25,000        |
| <b>Total</b>                | <b>\$88,500</b> |







# JEFFERSON PARISH LOUISIANA

OFFICE OF THE COUNCIL  
April 7, 2017

## PARISH COUNCIL

**CYNTHIA LEE - SHENG**

Councilwoman, At-Large, Div. B

**CHRISTOPHER L. ROBERTS**

At-Large, Div. A

**RICKY J. TEMPLET**

Council District 1

**PAUL D. JOHNSTON**

Council District 2

**MARK D. SPEARS**

Council District 3

**JACK P. RIZZUTO**

Council District 4

**JENNIFER VAN VRANCKEN**

Council District 5

### WESTBANK

POST OFFICE BOX 9  
GRETN, LA 70054  
(504) 364-2600

### EASTBANK

POST OFFICE BOX 10242  
JEFFERSON, LA 70181-0242  
(504) 736-6600

**SONNY BURMASTER**

Chief of Staff

**EULA A. LOPEZ**

Parish Clerk  
OFFICE OF THE CLERK  
200 DERBIGNY ST.  
SUITE 6700  
GRETN, LA 70054  
(504) 364-2626

Ms. Tamithia Shaw, Director  
Dept of Community Development  
Yenni Bldg., Suite 605  
Jefferson, LA

Dear Ms. Shaw:

Enclosed for your records is Amendment No. 5 with **GCR, Inc.**, dated April 7, 2017 for Technical Assistance, for the Department of Community Development, as authorized by Resolution No. 128663 adopted by the Council on Wednesday, February 1, 2017.

Yours truly,

Eula A. Lopez, Parish Clerk  
Jefferson Parish Council

EAL/gl

Enclosure

