

**St. Charles Parish Library**  
Board of Control Meeting  
January 20, 2026  
6:00 p.m.

AGENDA

- I. Call to Order, Prayer, & Pledge
- II. Approval of Minutes
  - A. November 18, 2025
  - B. December 17, 2025
- III. Attendance Report
- IV. Public Comment (five [5] minutes)
- V. Librarian's Report
- VI. Communications
- VII. Unfinished Business
  - A. Hurricane Ida Recovery Update
  - B. Hahnville Branch Library Project Update
    - 1. Update and presentation of current design and renderings
    - 2. Review and approval of the Early Release Package
- VIII. New Business
  - A. Election of Board Officers
  - B. Louisiana Compliance Questionnaire (Resolution 26-1)  
(**Summary:** Res. 26-1 certifies that the library is in compliance with the relevant section of the "Louisiana Compliance Questionnaire.")
- IX. Public Comment (three [3] minutes)
- X. Adjournment

Persons wishing to speak before the board must notify the board secretary (Library Director) at [LibraryBoard.Secretary@myscpl.org](mailto:LibraryBoard.Secretary@myscpl.org), or 985-764-9643 at least two days before the meeting to notify the board they will be speaking at the board meeting. All speakers are limited to a maximum presentation of five (5) minutes for requested Public Comment, Agenda Item IV. Public Comment at the end of the meeting is limited to three (3) minutes per speaker. Groups wishing to present to the board are asked to designate one person to make the presentation. Please contact the board secretary for additional information.

**St. Charles Parish Library  
Board of Control**

**Resolution Number 26-1**

**Resolution** to certify compliance with  
“Louisiana Compliance Questionnaire”

**Whereas** the Louisiana State Legislative Auditor requires local governmental units to certify that they are in compliance with certain rules and regulations as listed in “Louisiana Compliance Questionnaire”;

**Now, therefore, be it resolved** by the St. Charles Parish Library Board of Control in its regular meeting of January 20, 2026 that we have complied with the regulations of the Louisiana State Library for the period beginning January 1, 2025 and ending December 31, 2025.

Approved:

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Beverly DeLaune, President  
St. Charles Parish Library Board of Control

Attest:

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Leann Benedict, Secretary  
St. Charles Parish Library Board of Control

**St. Charles Parish Library  
Board of Control**

**2026 Regular Meeting Schedule**

6:00 p.m., Tuesday January 20, 2026	Council Chambers Parish Courthouse
6:00 p.m., Tuesday March 17, 2026	Council Chambers Parish Courthouse
6:00 p.m., Tuesday May 19, 2026	Council Chambers Parish Courthouse
6:00 p.m., Tuesday July 21, 2026	Council Chambers Parish Courthouse
6:00 p.m., Tuesday September 15, 2026	Council Chambers Parish Courthouse
6:00 p.m., Tuesday November 17, 2026	Council Chambers Parish Courthouse

From: Lauren Stelly <lstelly@woodwarddesignbuild.com>  
Sent: Wednesday, January 7, 2026 11:03 AM  
To: Leann C. Benedict; Justin Aubert; Kelsey Rogers  
Cc: Jessica Mills; Chris Michel; Amber Carrier; Tom Abernathy  
Subject: Hahnville Library - EST03 60%CD Estimate - EARLY RELEASE PACKAGE  
Attachments: 2026.01.07 Hahnville Library - Early Release Package - Estimate.pdf;  
Hahnville Library -  
Early Package 26.01.07 - Clarifications.pdf

Hi Leann:

Please see attached early release package for the Hahnville Library project based on the 60% CD documents provided by the design team. The total value is \$1,295,371.

I have also attached a Clarifications Document explaining what we have in the scope of work / price. The proposed scope includes site clearing & demolition, installation of temporary fencing, test pile program, surcharge program, installation of SWPPP, earthwork cut and fill, storm drainage & utilities. This also includes the alternate area for the increased parking lot and additional detention pond near River Road.

Please let us know if you have any questions.

Thank you,

Lauren Stelly  
Woodward Design+Build  
Office: (504) 822-6443  
Direct: (504) 620-4354  
Email: lstelly@woodwarddesignbuild.com



Project name	P25332HahnvilleLibrary - EST03 25.11.21
Document	Early Release Package
Estimator	STELLY
Labor rate table	Standard
Equipment rate table	Standard
Job size	12978 SF
Project	Library
Report format	Sorted by 'Building/Phase' 'Detail' summary Allocate addons Paginate



Phase	Description	Grand Total Amount
	EARLY RELEASE PACKAGE	
01-31-13	PROJECT MANAGEMENT	114,498
01-32-12	FIELD OFFICE & SET UP	4,514
01-45-16	SAFETY PERSONNEL	4,643
01-80-02	SMALL TOOLS & HARDWARE	2,663
02-41-13	SITE DEMOLITION	51,498
31-23-23	FILL	397,807
31-23-33	TRENCHING & BACKFILL	65,622
31-25-05	EROSION CONTROL	15,159
31-62-05	DRIVEN PILES	25,239
32-15-05	AGGREGATE SURFACING	2,473
32-31-13	TEMP CHAIN LINK FENCE & GATES	22,009
33-11-05	WATER UTILITIES	193,232
33-31-13	SANITARY SEWER PIPING	59,262
33-41-13	STORM DRAINAGE	155,020
	EARLY RELEASE PACKAGE	1,113,639

Estimate Totals

Description	Amount	Totals	Rate
Subtotal		1,113,638	
Subcontractor Default Insurance	11,099		1.250 %
Precon Services - excluded			
Subtotal	11,099	1,124,737	
Builders Risk Allowance - excluded			
Building Permit Allowance	54,790		
General Liability	16,192		1.250 %
P & P Bond	7,125		
Subtotal	78,107	1,202,844	
Construction Contingency	32,384		2.500 %
Fee	60,142		5.000 %
Total		1,295,370	



January 7, 2026

## ASSUMPTIONS & CLARIFICATIONS

### HAHNVILLE LIBRARY

### EARLY RELEASE PACKAGE

Woodward Design+Build, LLC submits the following Assumptions & Clarifications to clarify the scope of work based on our interpretation of the documents. This Proposal has been prepared for the above referenced project per 60% Design documents provided by Grace Design dated October 29, 2025.

Woodward Design+Build and associated subcontractors will perform site clearing & demolition, installation of temporary fencing, surcharge program, test pile program, installation of SWPPP, earthwork cut and fill, storm drainage & utilities. This early package also includes the alternate for the increased parking lot & additional detention pond near River Road.

## ALLOWANCES

We have included the following allowance in our base bid pricing. These items include labor, material & freight (unless otherwise noted). This does not include overhead and profit. Further breakdown of allowances is explained in the individual scopes below.

01.	Building Permit	\$ 54,790
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## GENERAL

01. Excludes Builder's Risk Insurance. This will be included in the main GMP.
02. Includes Performance & Payment bond.
03. Includes an allowance for the building permit. This value is an allowance for our overall project total that will be reconciled for GMP pricing.
04. Excludes all design and engineering fees. Excludes all testing fees and/or inspections. Owner shall employ a third-party firm to perform all required testing or inspections.
05. Excludes LEED certification.
06. Includes 2.5% construction contingency.
07. Includes sales tax at 10%.
08. Excludes temporary utilities. We assume these to be provided by the owner.
09. Excludes all work associated with the building structure, building foundation & site improvements. This will be in the main GMP.
10. Excludes preconstruction cost as this being paid outside of this Early Package.

## SCHEDULE & DURATION

11. Pricing is based on a construction duration of approximately 3 months. This duration includes surcharge and sitework activities. This price is based on finalizing the GMP before the completion of the surcharge program. This approach will allow the workflow to remain continuous. Once we begin production piles, we estimate the schedule for building completion to be 12 months.
12. Excludes special work hours.



## DEMOLITION & ABATEMENT

- 13. Includes site demolition noted on civil demolition sheet (remove trees, slabs, power poles & drain lines).
- 14. Excludes salvage of any equipment.
- 15. Excludes removal or abatement of any hazardous materials or lead paint.
- 16. Excludes unknown underground obstructions.

## CONCRETE

- 17. Excludes all concrete foundations & concrete paving. This will be in the main GMP.

## ELECTRICAL

- 18. Excludes all electrical including site items. This will be in the main GMP.

## EARTHWORK

- 19. Based on RFI Response #9: Per Fox-Nesbit, they are not the geotechnical engineer of record but based on the provided geotechnical report the surcharge program requires that the required amount of fill to be placed under the new pile supported building pad, which is estimated at 2.5 feet in order to meet the required finished floor elevation, be placed at least three months prior to the start of construction. The fill height should be measured upon completion of the three-month surcharge program and additional fill added if required. The surcharge program applies to the building pad and shall extend 5' beyond the edges. The site will not be surcharged. Assume 2.5' minimum of surcharge material is required or more based on calculated grades.
- 20. Includes 2.5' of fill at building pad to reach required elevation to bottom of slab. Most areas of the building pad require 2' to 3' to achieve the required grade. We do include additional fill (approximately 6" ) to ensure the building slab area has at least 2.5' to meet surcharge requirements. This price does not include an additional 2.5' above the building slab elevation as the RFI response did not require additional fill.
- 21. Includes cut/fill required for site as well as 610 limestone base beneath all vehicle paving areas.
- 22. Includes test pile program including two (2) probe piles, one (1) of which will be tested.
- 23. Excludes changes from formal surcharge plan/program once issued. This project does not require or include wick drains or settlement/monitoring plates, etc.
- 24. Excludes production piles. This will be in the main GMP.
- 25. Excludes termite treatment. This will be in the main GMP.
- 26. Excludes vibration monitoring.

## SITE IMPROVEMENTS

- 27. Includes temporary fencing around site perimeter.
- 28. Excludes all other site improvements as these will be in the main GMP.

## UTILITIES

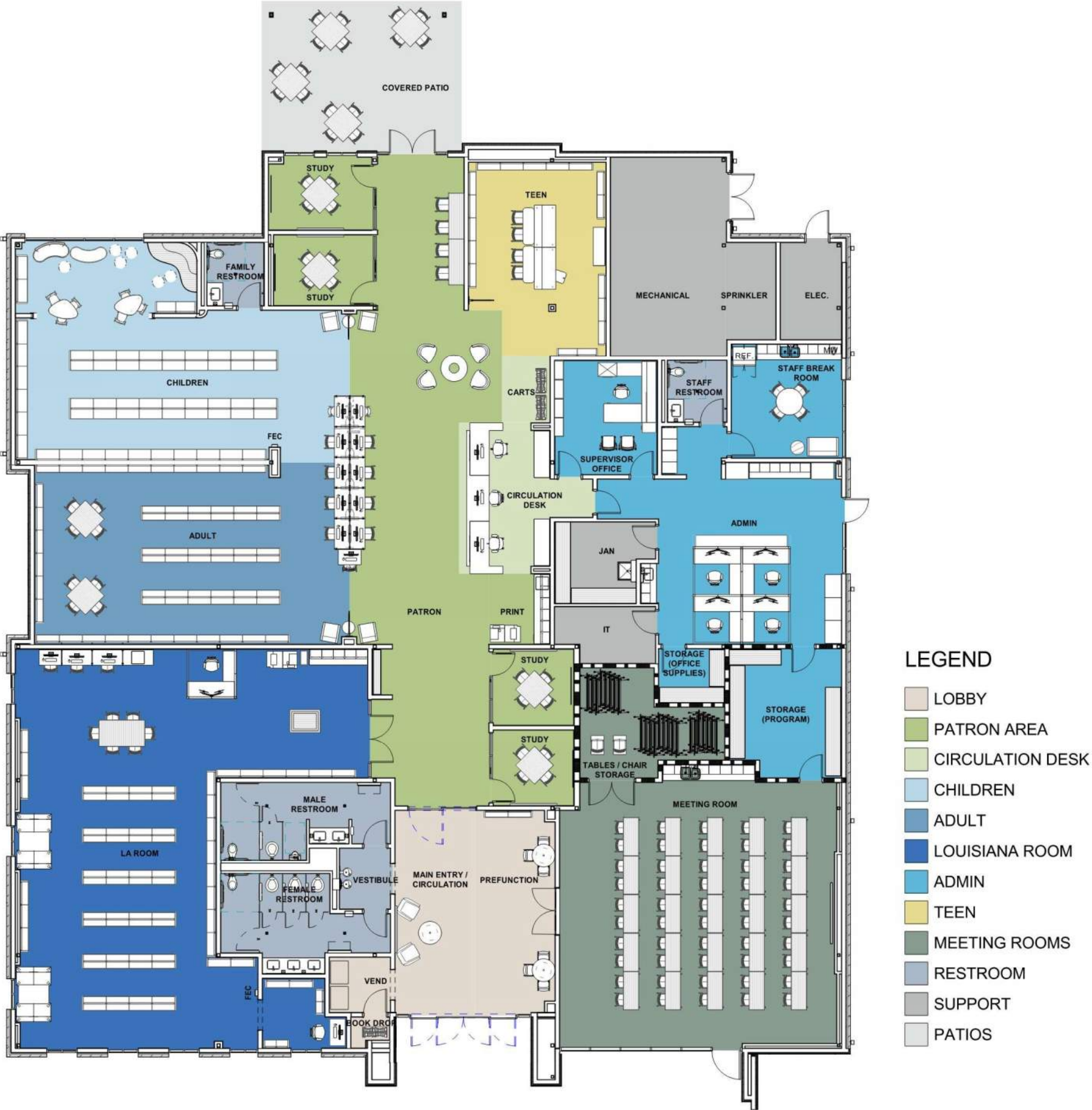
- 29. Includes storm drainage.
- 30. Includes water & sewer utilities.
- 31. Includes video & test new sewer main line but does not include cleaning, videoing or testing any existing lines.
- 32. Excludes 2" domestic water meter as this should be provided by St. Charles Parish.
- 33. Excludes tap/inspection/meter fees.



# ST CHARLES PARISH LIBRARY

HAHNVILLE BRANCH

# FLOOR PLAN





EXTERIOR



EXTERIOR





LOBBY





# MEETING ROOM





PATRON AREA





# STUDY ROOMS





# CIRCULATION DESK





ADULT AREA





# CHILDREN'S AREA





# CHILDREN'S AREA





TEEN AREA





# LOUISIANA ROOM





STAFF AREA



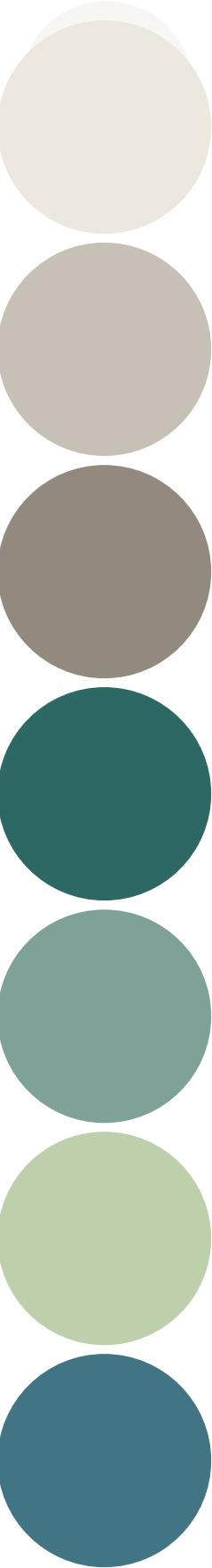


# STAFF BREAK ROOM





# DIGITAL FINISH BOARD



LOBBY TILE



LOBBY ACCENT TILE



QUARTZ



PLASTIC LAMINATE



WOOD DOOR STAIN



ACCENT RESIN PANEL



MAIN CARPET TILE



ACCENT CARPET TILE



ACCENT WALLCOVERING – CHILDREN AREA



ACCENT WOOD CEILING + LIGHTING



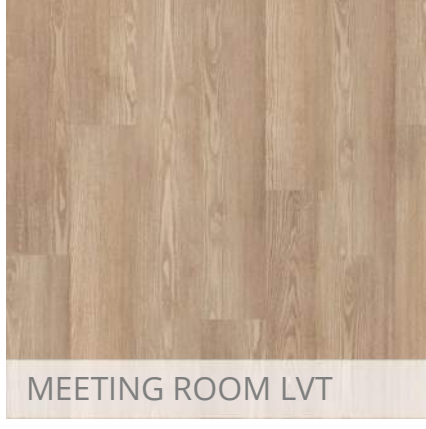
SOLID SURFACE



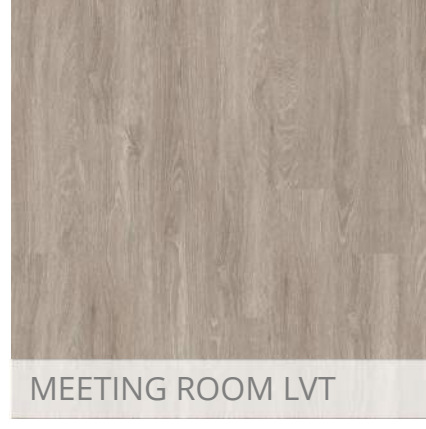
BREAK ROOM ACCENT



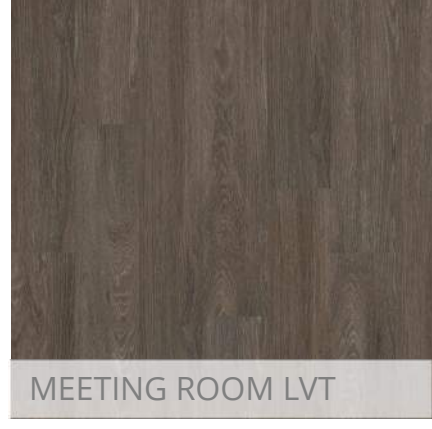
TYPICAL STACKS UP + DOWNLIGHTING



MEETING ROOM LVT



MEETING ROOM LVT



MEETING ROOM LVT





**Thank  
You.**