



## EXHIBIT A

**Agency Name:** Department of Culture, Recreation and Tourism, Office of Tourism  
**Contractor's Name:** Jefferson Parish (Parc des Familles)  
**Contract Monitor:** Nancy Watkins

**Goal:** The goal of this endeavor is to carry out the Legislative intent to continue supporting construction activities in accordance with the Parc des Familles Master Plan, to build a prominent public park that will assist in tourism and economic development in Jefferson Parish.

**Objectives:** The State's objectives are to ensure appropriate procurement procedures, installation of amenities and construction as specified in the Scope of Work, and ensure that the State is acknowledged for its financial support to the Project as specified in the Scope of Work.

**Deliverables:** Deliverables shall include the following: 1) **Progress Reports** as specified in the Scope of Work and Exhibit D, 2) **invoices and Itemized Cost Reports** with supporting documentation for expenses, 3) documented proof that the State is being acknowledged as a financial supporter of the Project, and 4) the **Final Report** as specified in the Scope of Work.

**Performance Measures:** The Contractor's performance will be measured by: 1) progress of construction activities, 2) the level of recognition that the State receives as a supporter of the Project, 3) the Contractor's willingness to cooperate with the State when requesting updates and information to ensure adherence to timelines, 4) adherence to all reporting requirements, to include complete Progress Reports, invoices and Itemized Cost Reports with adequate documentation for incurred expenses, and a complete Final Report, and 5) by completion of all construction activities in compliance with the Scope of Work, with documented proof of the achievement of the goals and objectives.

### **Monitoring Plan:**

The Contract Monitor will ensure compliance with all requirements of this Agreement in the following manner:

- Review progression of work and analyze the Contractor's written **Progress Reports (Exhibit D), invoices and Itemized Cost Reports** with supporting documentation to ensure compliance with goals and objectives.
- Secure any missing deliverables or documents that are needed to verify work progress and expenses.
- Ensure that requests for reimbursements are in compliance with the approved **Budget (Exhibit B)**, prior to authorizing and releasing of payment.
- Ensure that the State is receiving adequate recognition for its financial support.
- Complete and submit a Performance Evaluation to the Office of Management and Finance within 45 days of the completion of all work or the termination or expiration of the Agreement.

**Utility of Final Product:** Parc des Familles is an economic and tourism development project to create a prominent public park in Jefferson Parish. The Park is being constructed in stages; when complete, the Park will consist of recreational facilities, an environmental study area, a commercial reception hall that will consist of a 17,000 sq. ft. banquet facility overlooking a lake, botanical garden, maintenance facility, equestrian center, baseball complex, stadium, science and art museum, and other public facilities that will also support the State's goal of attracting more visitors to Louisiana. Louisiana's tourism industry will receive economic benefits, and the State will be recognized as a supporter of the Project through on-site signage, internet media, verbal acknowledgement, printed promotional materials and through other publicity opportunities.

**EXHIBIT B**

<b>Parc des Familles Projected Budget 2014 - 2015</b>		
<b>Anticipated Income or Revenue</b>		
<b>Sources: (Budgeted on State's Fiscal Year)</b>	<b>Amounts</b>	
Louisiana Office of Tourism Funds FY 2015	\$418,500.00	
<b>Total Revenue</b>	<b>\$418,500.00</b>	
<b>Expense Categories</b>	<b>Budget FY-15</b>	<b>Allocated to LOT</b>
<b>Projected Cost of Contract Services</b>		<b>418,500.00</b>
Pavilion (6'x20' x 22-29 TBD)	140,000.00	140,000.00
Marquee Sign	160,000.00	160,000.00
Electrical work	15,000.00	15,000.00
Iron Gate	25,000.00	25,000.00
Concrete Walkway	20,000.00	20,000.00
Mobilization (Site prep, equipment, supplies and materials, and other misc. costs)	58,000.00	58,000.00
<b>TOTAL ALL PROJECTS:</b>	<b>418,000.00</b>	<b>\$418,000.00</b>

**EXHIBIT C**

**SCHEDULE OF PROFESSIONAL AND OTHER CONTRACT SERVICES**

**Name of Organization:** JEFFERSON PARISH

**Name of Program:** Construction at Parc des Familles

<b>Name and Address of Individual and/or Firm</b>	<b>Work to be Performed</b>	<b>Total Contract Amount</b>	<b>Total LOT</b>
Contractor – Meyer Engineers, Ltd. PO Box 763 Metairie, LA 70004	Construction and Installation of the following: <ul style="list-style-type: none"><li>▪ One hexagonal pavilion</li><li>▪ Marquee sign with digital display (remote control)</li><li>Concrete walkway</li><li>▪ Iron gate</li><li>▪ Mobilization and site preparation for all aspects of the Project</li></ul>	\$418,000.00	\$418,000.00
<b>Totals</b>		\$418,000.00	\$418,000.00