

Plaquemines Parish Government

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District 1 - Tyrone Edwards
District 2 - Brian Champagne
District 3 - Christopher "Chris" Schulz
District 4 - Dr. Stuart J Guey, Jr.
District 5 - Patricia L. "Patty" McCarty
District 6 - Lloyd "Ronnie" Newsom, Jr.
District 7 - Carlton M LaFrance Sr.
District 8 - Mitch Jurisich, Jr.
District 9 - Mark "Hobbo" Cognevich

MEMORADUM

To: Council Member Mr. Christopher Schulz
Chair - Audit Committee

Date: October 19, 2023

Council Member Mr. Mark Cognevich
Vice Chair - Audit Committee

Council Member Mr. Lloyd Newsom Jr.
Audit Committee Member

From: Randy A. Duke, C.P.A., CIA, CIGA
Chief Internal Auditor

Re: Plaquemines Parish Government (PPG)
Baseball Complex Project SRIA PW 20914
Internal Audit Report, Project No. 2023-04

Please find the attached Plaquemines Parish Government Baseball Complex Project SRIA 20914 Internal Audit Report. This report details the audit objectives, scope, methodology, and provides my Observations, Recommendations, and Conclusions.

I would like to express my appreciation to Mr. Jen Nielsen, ALL South Consulting Engineers, LLC, Mr. Ken Dugas Chief Parish Engineer, Ms. Rachele Morel, Finance Department, and Mr. Rennie Buras, Parish Attorney for their help with completing the Baseball Complex Project Internal Audit.

cc: Mr. Keith Hinkley, President, Plaquemines Parish Government, Mr. Ken Dugas, Chief Parish Engineer, Mr. Rennie Buras, Parish Attorney, Mr. Jen Nielsen, ALL South Consulting Engineers, LLC and Ms. Rachele Morel, Finance Department.

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Plaquemines Parish Government Baseball Complex Project SRIA PW 20914 Internal Audit Report Project No. 2023-04

Randy A. Duke, CPA, CIA, CIGA
Chief Internal Auditor
Internal Audit Department

BASEBALL COMPLEX PROJECT
SRIA PW 20914
INTERNAL AUDIT
PROJECT NUMBER: 2023 - 04

TABLE OF CONTENTS

EXECUTIVE SUMMARY	3
Objectives.....	3
The Baseball Complex Project Internal Audit Conclusions.	4
Baseball Complex Project Observations.....	5
Observation # 1 - Funding	5
Observation # 2 - Internal Control.....	7
Observation # 3- Expenses.....	8
Observation # 4 - Bid Process / Contracts	11
Observation # 5 - Efficiency	14
Observation # 6 - Fraud, Waste and Abuse	14
Observation # 7 - Insurance	15
INTERNAL AUDIT REPORT	16
I. Audit Initiation	16
II. Background.....	16
III. Planning.....	17
IV. Objectives, Scope, and Methodology.....	17
Objectives.....	17
Scope.....	18
Methodology	18
V. Audit Information and Analysis	18
VI. Professional Standards.....	29
ATTACHMENTS	30
Attachment I - Baseball Complex Funding and Expenses	32
Attachment II - Baseball Complex Project Ordinance NO. 18-20	33
Attachment III - All South Funding Letter, Dated March 3, 2020	35
Attachment IV - Probable Construction Costs Plaquemines Baseball Project.....	37

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EXECUTIVE SUMMARY

This executive summary represents the results of our internal audit work on the Baseball Complex Project.

Our objectives were as follows:

Objectives
1. Is the Baseball Complex Project in compliance with Parish legislation and FEMA guidelines?
2. Is the Baseball Complex Project being monitored and are these controls working properly?
3. Do the Baseball Complex Project bid documents show that a vendor competitive bid process was performed in accordance with best practice, rules, and regulations?
4. Were Plaquemines Parish Government funds, non-SRIA funds, transferred for the construction of the SRIA funded Baseball Complex Project?
5. Is the Baseball Complex Project documentation (contracts, agreements, consulting agreements, change orders, cost estimates and expenditures, funding letters, bids etc.) properly signed, dated, and approved?
6. Are the Baseball Complex Project funding and expenses supported by approved revenue and expense documentation?
7. Is the Baseball Complex Project operating in an efficient manner?
8. Is the Baseball Complex Project a high risk of fraud, waste, and abuse?
9. Make Baseball Complex Project recommendations that add value.

The Baseball Complex Project Internal Audit Conclusions.

- **Funding - Observations # 1.** There appears to be SRIA and CDBG funding movements that could be in violation of Parish Ordinance NO. 18-20. The movement of 75K from the Flood Control Department to the Baseball Complex Project could be in violation of Parish Ordinance NO. 18-20. The Auditor received an allegation that \$300k was moved from the Flood Control Department and used in the Baseball Complex Project that could be in violation of Parish Ordinance NO. 18-20.
- **Internal Control - Observations # 2.** It appears that internal controls such as Parish Ordinance NO. 18-20 (SRIA Funding), Parish Ordinance NO. 01-601 (Bid Process) and Parish internal controls over current insurance coverage may not be working effectively.
- **Expenses - Observations # 3.** The Baseball Complex Project funding and expense data was not available in the New World Accounting System for an independent audit review. Some vendor expense payment documents were requested from management, but management has not submitted these records. Management should document why Meyer Engineer Ltd expenses \$454,436.49 do not agree with the Contract Costs of \$298,937.00. Management should document and review the possible duplicate payments to Meyer Engineer Ltd in the amount of \$16,342.48.

The Auditor requested Baseball Complex Project expense documents for Burgdahl-Graves and Kass Brothers, but management has not submitted these expense documents to the Auditor for audit review. When management does not submit documents that the Auditor has requested this situation can result in an Auditor scope limitation unless there is a valid reason for not having these records available for audit review.

- **Bid Process and Contracts - Observations # 4.** There could be a violation of the Parish Ordinance 01-161 Section 1, # 2. The Auditor requested the Vendor Contracts and Bid documents for Periscope Source, Meyer Engineering Ltd, Burgdahl-Graves and Kass Brothers but management has not submitted these documents to the Auditor for audit review. When management does not submit documents that the Auditor has requested this situation can result in an Auditor scope limitation unless there is a valid reason for not making the records available.
- **Efficiency - Observation # 5.** Management should be concerned and document the reasons why the Baseball Complex Project has taken such a significant amount of time to complete.
- **Fraud, Waste and Abuse - Observations # 6.** The Auditor cannot issue an opinion on the possible level of fraud, waste, and abuse in the Baseball Complex Project. Parish Internal Controls that are not working properly and the Audit Scope Limitations will increase the risk of fraud, waste, and abuse.

- **Insurance - Observation # 7.** The Contractor Insurance Coverage should be current.
- **Observations # 1-7.** When management implements these audit recommendations, they can add value to the operations of SRIA and FEMA projects in the future.

Baseball Complex Project Observations

Based upon the Baseball Complex Project documents provided by management, and other information provided to the Auditor the following Audit Observations were noted during this Internal Audit.

Observation # 1 - Funding

Conditions: All South Consulting Engineers, LLC, states - The total SRIA PW funding was available for the eight (8) approved projects listed in the PW. With that, the Parish could allocate and move funding as it saw fit between the approved projects. There was an original breakdown developed by the Parish that assigned funding amounts to each project based on the original estimates. As projects were designed and bid out, money was moved accordingly between the approved project to award contracts to cover any short falls within a particular project. Since the baseball complex was the largest dollar amount and the last project to go design/construction, money was reassigned from the baseball complex to proceed with the construction of other projects. When bids were received for the DA Building 201, the Parish did not have sufficient funding to award the project.

The DA Building 201 was not an approved SRIA project, but was funded with CDBG funds. The Council Building 203 project was approved for both SRIA and CDBG funding. To award the DA Building 201, the PPG Administration moved \$300,000.00 of CDBG funding from Council Bldg. 203 and put it toward DA Bldg. 201. The \$300,000.00 in CDBG funds that was removed from Council Bldg. 203 was replaced by moving \$300,000.00 of SRIA money from the baseball complex into Council Bldg. 203.

There could be a compliance issue with commingling the \$300K SRIA funds with the CDBG funds.

Parish Ordinance NO. 18-20 states - Although SRIA funds are prohibited from being used for non-approved SRIA projects per FEMA guidelines, it does allow for the transfer of funds between approved SRIA projects.

Plaquemines Parish Engineering Department, states - The Flood Control Dept was asked to install using in-house personnel the drainage scope of work that was removed from the Baseball Quad Project. Due to the lack of PPG personnel, the PPG Admin asked that we request quotes from contractors to perform the drainage installation.

Boh Bros was the low quote and performed the work for approximately \$75k, not \$300k. The \$75k was taken from the Flood Control Dept budget. Other than that effort, I am not aware of any other funding used for the BB Quad project from the Flood Control Dept budget.

The movement of 75K from the Flood Control Department to the Baseball Complex Project could be in violation of Parish Ordinance NO. 18-20 that states - Although SRIA funds are prohibited from being used for non-approved SRIA projects per FEMA guidelines, it does allow for the transfer of funds between approved SRIA projects.

The Auditor received an allegation that \$300k was moved from the Flood Control Department and used in the Baseball Complex Project that could be in violation of Parish Ordinance NO. 18-20. However, the Auditor did not find documentation to verify this allegation.

If you're asking my legal opinion, I'm not an attorney to give one. But I can tell you the \$75k spent on drainage was for a portion of the project that was removed from the CDW contract to save the parish government money. It was paid to a second contractor, Boh Bros Construction, outside of the CDW contract.

My engineering opinion is that the scope was taken out of the project so the \$75k was not used for the Baseball Complex Project.

Recommendations and Opinions: The Flood Control Department Funds 75K should not have been used in the Baseball Complex Project and could be in violation of Parish Ordinance 18-20.

Parish Ordinance NO. 18-20 that states - Although SRIA funds are prohibited from being used for non-approved SRIA projects per FEMA guidelines, it does allow for the transfer of funds between approved SRIA projects.

There could be a compliance issue with commingling the \$300K SRIA funds with the CDBG funds.

Management should request an opinion from the Parish Attorney regarding these movements of SRIA and PPG funds.

Responsibility for Action: Mr. Keith Hinkley, President, Plaquemines Parish Government, Mr. Ken Dugas, Parish Chief Engineer, Mr. Rennie Buras, Parish Attorney.

Management Response:

Engineering:

See attached PO sheet for CDW Service's construction contract. Each line item is coded to ZKR.020914.160 – FEMA SRIA Consolidated Subgrant which verifies that the entirety of the construction contract encumbrance was coded to the PW. There is no mention of \$300,000 from Flood Control. Boh Bros Construction was hired by quote to complete drainage installation that was removed from CDW's scope of work through value engineering. This culvert and catch basin

installation were tasked to PPG but due to workforce issues, Scott Rouselle (Director of Operations at the time) authorized PPG Engineering to obtain quotes (e-mail attached). Department operating budgets can be used for professional services with administration approval. Boh Bros PO attached for reference. Also included are the PO sheets for the Council Building and DA Building Projects. Note ZKR.020914.160 is ONLY shown as an applied budget for the Council Building (which was an approved SRIA Project; DA Building was not).

Parish Attorney:

To my knowledge \$300K of funding was never moved from the Flood Control Department to the Baseball Complex Project. The \$75K used by the Flood Control Department came from budgeted operating funds within the Flood Control Department, therefore Council approval was not needed for this expenditure, and it was perfectly legal because the funds were used to address a drainage problem/issue. It is of no consequence that the improvements supported the Baseball Quad Project, those funds could have been used anywhere in the Parish. No commingling occurred, all expenses are tracked by Finance and sources of funding are tracked on POs. Also, Ord. No. 18-20 states nothing about using other funds to support the completion of the project, it only seeks to secure certain SRIA funds for the Project.

Observation # 2 - Internal Control

Conditions/Background: Internal controls such as Ordinance NO. 18-20 (SRIA Funding), Parish Ordinance NO. 01-601 (Bid Process) and Parish controls over the current Insurance coverage are not working as intended.

Recommendations: Management should monitor the internal controls that are in place such as laws and regulations to make sure that these controls are working effectively.

1. To help prevent asset loss due to mistakes and fraud.
2. Minimize errors.
3. Promote efficiency.
4. Provide reasonable assurance that management objectives, regarding effectiveness, efficiency, reliability of financial reporting, safeguarding assets, and compliance with laws and regulations.

Responsibility for Action: Mr. Keith Hinkley, President, Plaquemines Parish Government, Mr. Ken Dugas, Parish Chief Engineer, Mr. Rennie Buras, Parish Attorney.

Management Response:

Parish Attorney:

Ord. No. 18-20: Once again, this Ordinance did not restrict the use of other funds to support the project.

Ordinance No. 01-61: In Attorney General Opinion No. 10-0156, specifically directed to Plaquemines Parish Government Parish Attorney Stephen Braud, the Attorney General opined "...the selection of firms to perform professional services for the Parish is an executive function reserved to the President, and such authority cannot be infringed upon by the Council, whether by ordinance or otherwise. We therefore conclude that the Council does not have authority under the Charter to select firms to provide non-legal professional services to the Parish, or to direct the President to sign contracts with such firms for such services. The President, and not the Council, has the sole authority to select firms to provide non legal professional services to the Parish, and to sign contracts with such firms for such services, subject to budget appropriations." See Attached, Attorney General Opinion No. 10-0156 pages 2-3, highlighted for your convenience.

All the insurances were up to date on this project, the Auditor could have found this in the files he reviewed from Engineering but have been provided again by Engineering to this Response.

Observation # 3- Expenses

Conditions: Finance Department, states - There will not be a report that just breaks out the Quad expenditures since the PW combined all SRIA projects. Our project number is ZKR.020914.160 and is named "FEMA SRIA Consolidated". You might be able to run a project transaction report and see if it looks like only Quad expenditures, but I doubt if that is the case since you want to go back to 2018. This is not normally the case since normally the PWs are for a certain project but for some reason FEMA grouped this one together.

The Baseball Complex Project funding and expense data was not available in the New World Accounting System for an independent audit review.

The Baseball Complex Project expenses that management has submitted for review are supported by documentation and were approved by All South Consulting Engineers LLC, and by the Plaquemines Parish Chief Engineer. **For example, Table # 1 below.**

The Auditor reviewed the Plaquemines Parish Governments payments to Meyer Engineer, Ltd and supporting documents. The auditor noted that the payments made to Meyer Engineer Ltd. appear to be \$454,436.49. **Table # 1.**

The Meyer Engineer Ltd expenses \$454,436.49 do not agree with the Contract Costs of \$298,937.00. **Table # 1 and Attachment I.**

Table # 1		The Meyer Engineer Ltd Expenses		
Sel #	Date	Invoice #	Amount	Approved for Payment ¹

¹ All South Consulting Engineers the Project Manager for the Baseball Complex Project reviewed and approved these payments.

1	March 8, 2023	18	\$1,485.68	Yes
2	February 6, 2023	17	2,971.36	Yes
3	December, 2022	16	5,199.88	Yes
4	December 19,2022	15	8,171.24	Yes
5	December 6, 2022	14	9,656.92	Yes
6	September 19, 2022	13	3,714.20	Yes
7	August 25, 2022	12	8,914.08	Yes
8	June 20, 2022	11	11,142.60	Yes
9	June 20, 2022	10	2,971.36	Yes
10	June 20, 2022	9	1,485.68	Yes
11	March 9, 2022	8	3,714.20	Yes
12	January 10, 2022	7	5,199.88	Yes
13	January 10, 2022	6	4,457.04	Yes
14	December 6, 2021	5	2,971.36	Yes
15	March 16, 2022	5	158,362.91	Yes
16	December 6, 2021	4	14,857.00	Yes
17	May 24, 2021	3	40,113.60	Yes
18	December 10, 2020	2	93,598.40	Yes
19	August 28, 2020	1	75,449	Yes
		Total	\$454,436.39	

Meyer Engineering, Ltd

The Auditor reviewed Meyer Engineering Ltd Payments in **Table # 1** above, and noted the following questionable expenses in **Table # 2**.

Table # 2

Date	Invoice #	Amount	Comment
December 6, 2021	5	\$2,971.36	Duplicate Payment?
January 10, 2022	7	5,199.88	Duplicate Payment ?
Marh 9, 2022	8	3,714.20	Duplicate Payment?
June 20, 2022	9	1,485.68	Duplicate Payment?
June 20, 2023	10	2,971.36	Duplicate Payment?
	Total	\$16,342.48	

The Auditor requested Baseball Complex Project expense documents for Burgdahl-Graves and Kass Brothers, but management has not submitted these expense documents to the Auditor for audit review.

When management does not submit documents that the Auditor has requested this situation can result in an Audit scope limitation unless there is a valid reason for not making the records available for audit review.

Scope Limitation:

The auditor can express an opinion on the internal control over financial reporting only if the auditor has been able to apply the procedures necessary in the circumstances. If there are restrictions on the scope of the engagement, the auditor should withdraw from the engagement or disclaim an opinion.

Recommendations: The eight (8) SRIA projects funding and expenses should have been accounted for separately in the New World Accounting System so that the Auditor could perform an independent audit review of the SRIA funding and reimbursed expenses.

Management should document why Meyer Engineer Ltd expenses \$454,436.49 do not agree with the Contract Costs of \$298,937.00. **Attachment I and Table # 1 above.**

Management should document and review the possible duplicate payments to Meyer Engineer Ltd in the amount of \$16,342.48. **Table # 2 above.**

To avoid an Audit Scope Limitation Management should respond to all Auditor document requests unless management can document a valid reason the requested documents cannot be made available for audit review.

Responsibility for Action: Mr. Keith Hinkley, President, Plaquemines Parish Government, Mr. Ken Dugas, Parish Chief Engineer, Mr. Rennie Buras, Parish Attorney.

Management Response:

Finance:

Finance's policy on any FEMA project is to name the project the same as the PW and use the PW number as the project number in New World. Therefore, the consultant for that disaster can look at the list of projects in New World and find the PW number to run any report or inquire on the expenses. FEMA created one SRIA Consolidated project so that is why the Parish only had one with all SRIA expenses. The expenses are available in New World, which is accessible to the Internal Auditor. A project transaction report will list all expenses for any project. Granted, it might have listed all SRIA expenses but the data is available.

New World will not allow an invoice number to be paid twice. Accounts Payable's procedure when paying project invoices is to use the project number then the certificate of payments number for the invoice number. For example, the project number is 23-03-01 and the certificate of payment's number is 10 then the invoice number entered for payment is 230301-10. This prevents a duplicate payment from occurring.

All checks are scanned into New World and the Internal Auditor can view the check, invoice and supporting documents. I believe the internal auditor has this access, and if not should learn to properly use the New World System. Finance is willing to teach him how to use this system for Audit purposes.

AllSouth:

In Table #1, Sel# 1, Invoice 5 in the amount of \$158,362.91 was not a Meyer Engineers invoice and was not paid to Meyer Engineers. The amount shown above depicted as paid to Meyers Engineers is incorrect. They were not paid above the contract amount.

In Table #2, None of the payments referenced were duplicates.

Engineering:

See attached spreadsheet tracking all certificates of payment for both Meyer Engineers and CDW Services. Both contracts reconcile with the latest certificates to the penny. These values also agree with the contract values. Meyer COP 20 and CDW COP 19 attached for reference. Can the Internal Auditor provide the 2nd Meyer COP 5 \$158,362.91 noted on spreadsheet Table #1?

Duplicates: Table #2 has been verified against the pay applications and contains NO duplicate payments. Several of these payments are the same because they are based off the same invoiced percentages of the contract amount dedicated to the construction phase of the project (\$74,284).

- COP 18 & 9 match because they both bill for 2% of the construction phase.
- COP 17, 10 & 5 match because they all bill for 4% of the construction phase.
- COP 16 & 7 match because they both bill for 7% of the construction phase.
- COP 13 & 8 match because they both bill for 5% of the construction phase.

Construction Phase was \$74,284.

2% = \$1,485.68

4% = \$2,971.36

7% = \$5,199.88

5% = \$3,714.20

The Internal Auditor could have determined this for himself had he closely reviewed the Certificate of Payments and Invoices that were submitted and paid, which were part of the project file.

Parish Attorney:

The Administration rejects the Auditor's conclusion that this audit involved an Audit Scope Limitation.

Observation # 4 - Bid Process / Contracts

Conditions: The Auditor requested the Vendor Contracts and bid documents for Periscope Source, Meyer Engineering Ltd, Burgdahl-Graves and Kass Brothers but management has not submitted these documents to the Auditor for audit review. There could be a violation of the Parish Ordinance 01-161, Section 1, # 2.

The Auditor found the Meyer Engineers Ltd Pre - Bid Sign in Sheet, indicating that a bid process may have taken place for this vendor.

When management does not submit documents that the Auditor has requested this situation can result in an Auditor scope limitation unless there is a valid reason for not making the records available.

Scope Limitation:

The auditor can express an opinion on the internal control over financial reporting only if the auditor has been able to apply the procedures necessary in the circumstances. If there are restrictions on the scope of the engagement, the auditor should withdraw from the engagement or disclaim an opinion.

Parish Ordinance NO. 01-601 - Section 1. It hereby establishes the following policy regarding the employment of consultants, engineering, firms, architects and attorneys and counselors at law:

1. The Administration soliciting proposals shall submit to the Council Secretary in its entirety the proposal package for review,
2. The Administration shall solicit proposals from at least three consultants, engineering, architectural or attorney firms prior to employment or submission to the Council for authority to enter a contract for said services,
3. The Administration shall furnish this Council with copies of said proposals immediately upon receipt of same.

Ordinance NO. 01-161 adopted on September 13, 2001.

Louisiana Revised Statute RS 39:1621:

Contracts for consulting services which have a total maximum amount of compensation less than fifty thousand dollars for a twelve-month period may be awarded without the necessity of competitive bidding or competitive negotiation.

Contracts for consulting services which have a total maximum amount of compensation of fifty thousand dollars or more for a twelve-month period shall be awarded through a request for proposal process under rules and regulations issued by the office of state. procurement. Service requirements shall not be artificially divided to exempt contracts from the request for proposal process.

Recommendations: Management should ensure that a competitive bid process has taken place and that Parish Ordinance NO. 01-161 Section 1 and Louisiana Statute RS 39:162 are followed.

To avoid an Audit Scope Limitation Management should respond to all Auditor document requests unless management can document a valid reason the requested documents cannot be made available for audit review.

Responsibility for Action: Mr. Keith Hinkley, President, Plaquemines Parish Government, Mr. Ken Dugas, Parish Chief Engineer, Mr. Rennie Buras, Parish Attorney.

Management Response:

AllSouth:

All procurement related to the Baseball Complex project met Federal, State and local requirements. We review procurement efforts when using federal monies to ensure federal compliance, so we do not risk de-obligation.

Engineering:

Louisiana Bid Law requires PPG to allow for electronic bidding. Periscope Holdings (formerly BIDSYNC) is the Parish's online provider for contractors to submit bids electronically. Periscope is not a contractor therefore there is no bid to provide. PPG Engineering includes printouts from the day of the bid opening to either attach the electronic bids or show that there were none. In this case, there were no online bids submitted. The Meyer Engineers Ltd. contract WAS included with the Internal Auditor's original request response. Meyer Engineers Ltd. was selected from the Professional Engineering, Architectural & Construction Administration Services RFQ solicited in 2019. RFQ submittal list attached for reference. Burgdahl & Graves Architects and Kass Bros are not part of the open contract file which is why their information was omitted from the Internal Auditor's original request response.

Parish Attorney:

Periscope is not a professional service contractor. The Parish pays no money for this service; therefore, it does not have to be bid. The services are actually paid by the contractors bidding on the project.

See Attorney General Opinion No. 10-0156 previously discussed and referenced in Observation No. 2.

PPG is legally obligated to follow Chapter 10 of Title 38, NOT LRS 39:1621 nor any part of Title 39. See LRS 39:1554 (E.) which states:

E.(1) Political subdivisions authorized to adopt this Chapter. The procurement of supplies, services, major repairs, and construction by *political subdivisions of this state shall be in accordance with the provisions of Chapter 10 of Title 38* of the Louisiana Revised Statutes of 1950, except that all political subdivisions are authorized to adopt all or any part of this Chapter and its accompanying regulations.

(2) Additionally, all political subdivisions which are not subject to this Chapter may adopt the provisions of R.S. 39:1600(D) and its accompanying regulations.

PPG never adopted parts of Title 39.

Observation # 5 - Efficiency

Condition: It does appear that the Baseball Complex Project has taken a significant amount of time 2013-2023 to complete.

Recommendation or Concerns: Management should be concerned and document the reasons why the Baseball Complex Project has taken such a significant amount of time to complete.

Responsibility for Action: Mr. Keith Hinkley, President, Plaquemines Parish Government, Mr. Ken Dugas, Parish Chief Engineer, Mr. Rennie Buras, Parish Attorney.

Management Response:

Engineering:

Inclusive of approved change orders, CDW Services completed the project within the allotted time allowed. Justification for each change order & time extension is shown in the “explanation of change order” section(s). See Attachment.

Parish Attorney:

Plaquemines Parish Government at any given time has dozens of projects and several projects have unfortunately been delayed to events beyond Plaquemines Parish Government’s control. In a perfect world there would be no change orders or delays, but from time to time they happen especially considering the frequent state of emergencies declared and experienced by the Parish. Also, several Administrations and Councils were in office during this time frame all of which had different priorities and goals and changes relative to the project.

Observation # 6 - Fraud, Waste and Abuse

Condition: When internal controls are in place but are not working as intended, such as compliance with rules and regulations, this situation increases the risk of fraud, waste, and abuse.

Observations 3 & 4. An audit scope limitation increases the risk of fraud waste and abuse in the audit process. The auditor cannot provide assurance that Fraud, Waste and Abuse has not taken place with the Baseball Complex Project because of this Audit Scope Limitations.

Recommendation: Management should pay close attention to the internal controls that are in place, such as compliance with rules and regulations, and monitor their compliance and

effectiveness. To avoid an Audit Scope Limitation Management should respond to all Auditor document requests unless management can document a valid reason the requested documents cannot be made available for audit review.

Responsibility for Action: Mr. Keith Hinkley, President, Plaquemines Parish Government, Mr. Ken Dugas, Parish Chief Engineer, Mr. Rennie Buras, Parish Attorney.

Management Response:

Parish Attorney:

The Administration disagrees with the Internal Auditor’s representation that there is an “Audit Scope Limitation.” All files for the project are available on New World and the entire file for the Baseball Quad Project was made available to the Internal Auditor. I have reviewed the records with the Engineering and Finance Departments, and I am convinced that no fraud, waste or abuse occurred. Furthermore, because this project involved federal funds all transactions were reviewed by a third party and are subject to federal auditing. To my knowledge during my entire tenure with the Parish and with hundreds of millions of federal dollars spent in the Parish, no such finding has ever been made by federal audit.

Observation # 7 - Insurance

Condition: Insurance Coverage

The Auditor reviewed C.D.W. Services, LLC and Frischhertz Electric Company, Inc. insurance coverage and noted the results in **Table # 1**.

Table # 1

Sel #	Contractor	Vendor	Description	Expiration Date	Amount	Comment
1	C.D.W. Services, LLC	Wright Insurance Company	Flood Insurance	9/29/2022	\$3,823.00	Insurance expired
2	C.D.W. Services, LLC	Acord Insurance Company	Liability Insurance	8/30/2022	Various	Insurance expired
3	Frischhertz Electric Company, Inc	Gray Insurance Company	Property Insurance	2/1/2023	Various	Insurance expired

Recommendation: The Contractor Insurance Coverage should be current.

Responsibility for Action: Mr. Keith Hinkley, President, Plaquemines Parish Government, Mr. Ken Dugas, Parish Chief Engineer, Mr. Rennie Buras, Parish Attorney.

Management Response:

Engineering Department:

CDW liability and flood policies referenced above did in fact extend beyond the substantial completion. Subcontractor policies expirations should be kept by the general contractor. See Attachment to this Response. Also included is the substantial completion certificate.

INTERNAL AUDIT REPORT

I. Audit Initiation

In accordance with the Plaquemines Parish Government Charter Section 7.08: Audit Committee and the approved Internal Audit Department’s annual audit plan for 2023, I have performed the following Internal Audit of the Plaquemines Parish Government Baseball Complex Project.

II. Background²

An Ordinance NO. 18-20 adopted on February 22, 2018, authorizing, and directing Plaquemines Parish President Amos Cormier III, to expend Sandy Recovery Initiative Act (SRIA) Funds from PW 20914 to allow for the bidding on the construction of a Baseball Complex and Multipurpose Closed Pavilion located at the Government Complex, 333 F. Edward Hebert Blvd., Belle Chasse, LA 70037 for improvement and advancement of the parish wide Recreation Department. The Plaquemines Parish Government applied for SRIA funds for eight specific projects within the Government Complex on August 8, 2013 and those projects were approved and Project Worksheet and PW 20914 was obligated on November 5, 2014.

On October 18, 2016 bids were received for the Baseball Complex Project which resulted in a lack of funds as designed, a design which included eight multi-age baseball/softball fields, hard surface parking, as well as a joint concession and locker room building.

Although SRIA funds are prohibited from being used for non-approved SRIA projects per FEMA guidelines, it does allow for the transfer of funds between approved SRIA projects.

The Council believes that it is in the best interest of the Plaquemines Parish Government to make the best use of these funds within the guidelines; therefore the specific dedication of the remaining funds to revise the original plans for the baseball complex in order to allow for the best facility within the budgeted amount and then utilize the remaining funds to enhance the current open air pavilion, making it into an enclosed, functional, multipurpose pavilion, will improve and advance the parish wide Recreation Department by filling critical needs for our youth.

² Attachment I - Ordinance NO. 18-20

As of February 22, 2018, there is a remaining balance of \$7,641,481.86 in the Baseball Complex Project and an additional \$162,980.44 in other approved SRIA projects, for a total of \$7,804,462.30 in available SRIA funds.

\$5,300,000.00 of SRIA funds shall be **specifically dedicated** to the revision of the existing design and then the ultimate construction of the baseball complex, which will include the removal of four fields and the addition of turf to the remaining four fields to ensure the design is commensurate with the budgeted amount.

\$2,504,462.30 of SRIA funds shall be **specifically dedicated** to the modification of the existing open-air pavilion to include the design of and then ultimate execution which shall include the full enclosure, weathering, insulating, surfacing, and installation of HVAC to the existing facility, making it a fully functional, enclosed, multipurpose closed pavilion.

III. Planning

Audit Planning

1. Develop audit objectives, scope, timing, and resource allocations.
2. Develop an audit risk assessment.
3. Obtain Baseball Complex Project legislation.
4. Obtain Baseball Complex Project Construction Project Funding Breakdown and Expense Tracking worksheets. 1-1-2018 thru 7-31-23.
5. Obtain the Baseball Complex Project documentation (contracts, agreements, consulting agreements, change orders, cost estimates and expenditures, funding letters, bid documents, etc.).
6. Obtain the Baseball Complex Project revenue and expense documentation, purchase requisitions, purchase orders, invoices, bills of lading etc.

IV. Objectives, Scope, and Methodology

Objectives

1. Is the Baseball Complex Project in compliance with Parish legislation and FEMA guidelines?
2. Is the Baseball Complex Project being monitored and are these controls working properly?
3. Do the Baseball Complex Project bid documents show that a vendor competitive bid process was performed in accordance with best practice, rules, and regulations?
4. Were Plaquemines Parish Government funds, non-SRIA funds, transferred for the construction of the SRIA funded Baseball Complex Project?
5. Is the Baseball Complex Project documentation (contracts, agreements, consulting agreements, change orders, cost estimates and expenditures, funding letters, bids etc.) properly signed, dated, and approved?
6. Are the Baseball Complex Project funding and expenses supported by approved revenue and expense documentation?

7. Is the Baseball Complex Project operating in an efficient manner?
8. Is the Baseball Complex Project a high risk of fraud, waste, and abuse?
9. Make Baseball Complex Project recommendations that add value.

Scope
➤ The Baseball Complex Project audit period is for the years 2018-2023. The Internal Auditor considered the possibility of fraud, waste, and abuse within the Baseball Complex Project. In addition, the scope of the internal audit included the consideration of systems, records, personnel, physical properties, and other information necessary to achieve the internal audit objectives.

Methodology
1. Verify that the Baseball Complex Project follows legislation and FEMA guidelines.
2. Verify that the Baseball Complex Project is being monitored and that these controls are working properly.
3. Verify that the Baseball Complex Project bid documents show that a vendor competitive bid process was performed in accordance with best practice, rules, and regulations.
4. Track the Baseball Complex Project funding and expense data.
5. Verify whether Plaquemines Parish Government funds, non-SRIA funds, were transferred, and used for the construction of the SRIA funded Baseball Complex Project.
6. Examine that the Baseball Complex Project documentation (contracts, agreements, consulting agreements, change orders, cost estimates and expenditures, funding letters, bids etc.) properly signed, dated, and approved?
7. Verify that the Baseball Complex Project funding and expenses are supported by approved documentation.
8. Determine that the Baseball Complex Project is being managed efficiently.
9. Determine the Baseball Complex Project level of fraud, waste, and abuse.
10. Make Baseball Complex Project recommendations that add value.

V. Audit Information and Analysis

The following is the auditor’s analysis and review of the Baseball Complex Projects Parish Ordinance, FEMA SRIA funding and expense documentation, contracts, vendor bid selection process and other information obtained from management.

Cost Reimbursement Basis of Accounting

Reimbursement Requests (RRF’s) are submitted to GOHSEP electronically for processing. They do not get submitted to FEMA. RRF’s and supporting documentation are submitted to GOHSEP as they are approved. I believe GOHSEP reimburses the Parish by wire transfer. Reimbursements of RRF’s take away from 45 days to 4 months depending on how fast GOHSEP processes. The

reimbursement of the last 10% of a PW that is paid through Express Pay is not reimbursed until the PW is closed.

SRIA PW 20914 - Bank Accounts

SRIA PW9014 reimbursements are wired to the PPG Pooled Account.

Finance Department

There will not be a report that just breaks out the Quad expenditures since the PW combined all SRIA projects. Our project number is ZKR.020914.160 and is named “FEMA SRIA Consolidated”. You might be able to run a project transaction report and see if it looks like only Quad expenditures, but I doubt if that is the case since you want to go back to 2018. This is not normally the case since normally the PWs are for a certain project but for some reason FEMA grouped this one together. The Baseball Complex Project funding and expense was not available in the New World Accounting System for independent audit review.

Construction Cost Estimates

The Auditor reviewed the Probable Construction Cost for the Plaquemines Baseball Complex Project. **Attachment IV.**

Vendor Purchase Orders

The Auditor reviewed these Vendor Purchase Orders. **Table # 1**

Table # 1

Purchase Orders				
Vendor	Description	PO #	Amount	Approved
Meyer Engineers Ltd.	Consulting and Engineering Services	2020-P0001587	\$298,937.00	Yes
The Beta Group	Testing and Professional Services	2021-P0003329	32,577.00	Yes
C.D.W. Services, LLC	Change Purchase Order Contractor Services	2021-P0002663	4,720,372.43	Yes
C.D.W. Services, LLC	Change Purchase Order Contractor Services	2021-P0002663	4,880,942.48	Yes
C.D.W. Services, LLC	Contractor Services	2021-P0002663	\$4,688,776.00	Yes

Funding and Expenses³

The Auditor reviewed Baseball Complex Funding and Expenses as of August 14, 2023 reviewed that the Total Initial Funding Allocation of \$8,431,727.44. Management provided additional information on two (2) questionable transactions listed in **Table # 2. Attachments I and II.**

³ SRIA Funding and Expense data detail was submitted by the Engineering Department on August 14, 2023.

Table # 2

Description	Amount
Funding Moved to Council Building 203 (\$300,000)	(\$300,000.00)
Funding Moved to Closure of Pavilion to Cover Change Orders (157,645.69)	(\$157,645.69)

All South Consulting Engineers, LLC

The total SRIA PW funding was available for the eight (8) approved projects listed in the PW. With that, the Parish could allocate and move funding as it saw fit between the approved projects. There was an original breakdown developed by the Parish that assigned funding amounts to each project based on the original estimates. As projects were designed and bid out, money was moved accordingly between the approved project to award contracts to cover any short falls within a particular project. Since the baseball complex was the largest dollar amount and the last project to go design/construction, money was reassigned from the baseball complex in order to proceed with the construction of other projects. When bids were received for the DA Building 201, the Parish did not have sufficient funding to award the project. The DA Building 201 was not an approved SRIA project, but was funded with CDBG funds. The Council Building 203 project was approved for both SRIA and CDBG funding. To reward the DA Building 201, the PPG Administration moved \$300,000.00 of CDBG funding from Council Bldg. 203 and put it toward DA Bldg. 201. The \$300,000.00 in CDBG funds that was removed from Council Bldg. 203 was replaced by moving \$300,000.00 of SRIA money from the baseball complex into Council Bldg. 203.

The commingling of the \$300K SRIA funds with the CDBG funds could be in violation of Parish Ordinance NO. 18-20.

These movements of SRIA and CDBG funds could be in violation of Parish Ordinance NO. 18-20. **Attachment II.**

Management should request an opinion from the Parish Attorney regarding these movements of SRIA and PPG funds.

Engineering Department

The Flood Control Dept was asked to install using in-house personnel the drainage scope of work that was removed from the Baseball Quad Project. Due to the lack of PPG personnel, the PPG Admin asked that we request quotes from contractors to perform the drainage installation.

Boh Bros was the low quote and performed the work for approximately \$75k, not \$300k. The \$75k was taken from the Flood Control Dept budget. Other than that effort, I am not aware of any other funding used for the BB Quad project from the Flood Control Dept budget.

If you're asking my legal opinion, I'm not an attorney to give one. But I can tell you the \$75k spent on drainage was for a portion of the project that was removed from the CDW contract to save the parish government money. It was paid to a second contractor, Boh Bros Construction, outside of the CDW contract.

My engineering opinion is that the scope was taken out of the project so the \$75k was **not** used for the Baseball Complex Project.

The Auditor received an allegation that \$300K was moved from the Flood Control Department and used for the Baseball Complex Project and could be in violation of Parish Ordinance NI. 18-20. The Auditor did not find evidence supporting this allegation.

Flood Control Department 75K movement of funds could be in violation of Parish Ordinance NO. 18-20. **Attachment II.**

Management should request an opinion from the Parish Attorney regarding these movements of SRIA and PPG funds.

All South Consulting Engineers, LLC

Again, this represents funding being moved between approved SRIA projects to cover costs. In Council Ordinance 18-20, there is a reference to \$162,980.44 of available funds within another approved SRIA project. Based on the actual expenses for the Pavilion Project, only \$157,645.69 was required to cover the expenses. The remaining \$5,334.75 was not required to close out the Pavilion, so that funding stayed in the baseball complex.

Cost Reimbursements

The Auditor reviewed the Baseball Complex Project Total Project Costs in the amount of \$6,018,391.25. **Attachment I.**

All South Consulting Engineers, LLC

All the costs listed below are reimbursable under SRIA PW 20914. The FEMA grant is a reimbursement program, so PPG needs to pay the expenses prior to filing a reimbursement request. Reimbursement Requests (RRF's) have been submitted for all expenses. Some RRF's are still pending. The Parish participated in the FEMA Express Pay system for this PW. With that, the final 10% of reimbursements for the PW will not be made to the Parish until the PW is closed by FEMA. This PW is currently in the close-out process.

Baseball Complex Project Costs	
Project Costs	Amount
Original construction funding which moved to other Projects	\$ 2,962,107.99
Moved to Council Building - Bldg 203 ¹	\$ (300,000.00)
Moved to Pavilion (Council Ord. 18-20) ⁴	\$ (2,504,462.30)
Moved to Pavilion (to cover C/Os & other costs) ⁴	\$ (157,645.69)
Burgdahl-Graves Contract	\$ 458,795.58
Burgdahl-Graves Supplemental Services	\$ 31,450.00
Meyer Engineers	\$ 298,937.00
Kass Brothers	\$ 245,920.80
CDW Contract	\$ 4,688,776.00
CDW Change Order No. 1	\$ 21,825.38
CDW Change Order No. 2	\$ 9,771.05
CDW Change Order No. 3	\$ 160,570.05
CDW Change Order No. 4	\$ 60,770.89
Geotechnical Services	\$ 2,500.00
Misc Costs (Adv. & Clerk of Ct.)	\$ 597.50
Beta Group Contract	\$ 32,577.00
Additional Geotechnical Services	\$ 5,900.00
Total Project Cost	\$ 6,018,391.25

All South Consulting Engineers, Letter dated March 3, 2020, Attachment III Burgdahl-Graves Architects Engineering Fees

To date, PPG has paid Burgdahl-Graves Architects \$458,795.58 to prepare final plans for a two (2) quad baseball complex which was put out to bid in October of 2016 with only one (1) bid being received. That bid was considerably over the original \$7,500,000.00 construction budget. Since that time, PPG was unable to come to an agreement with Burgdahl-Graves to revise the bid documents to reduce the project scope, and that is why PPG is engaging Meyers Engineering to complete the project.

Note that FEMA policy does not fund engineering/architectural services for projects that are not constructed. In that case, PPG would be responsible to fund the engineering fees for \$458,795.58 expended with Burgdahl Graves as it would not be a reimbursable expense since that project was not constructed. However, since this project is funded with SRIA funds, there is some additional flexibility in funding approved projects that is not allowed in the normal FEMA PA process. That may allow both the original design fee and new design fee to be reimbursed by FEMA.

The Beta Group

The Auditor reviewed the Beta Group Invoice and supporting document for material testing and noted the results in **Table # 3**.

Table # 3

Vendor	Description	Invoice Date	Invoice #	Amount	Approved for Payment
The Beta Group	Engineering and Construction Services – Material Testing	4/1/2022	5792040122	\$2,931.20	Yes

Ordinance NO. 01-161 Section 1

It hereby establishes the following policy regarding the employment of consultants, engineering, firms, architects and attorneys and counselors at law:

1. The Administration soliciting proposals shall submit to the Council Secretary in its entirety the proposal package for review,
2. The Administration shall solicit proposals from at least three consultants, engineering, architectural or attorney firms prior to employment or submission to the Council for authority to enter a contract for said services,
3. The Administration shall furnish this Council with copies of said proposals immediately upon receipt of same.

Ordinance NO. 01-161 was adopted on September 13, 2001.

Louisiana Revised Statute RS 39:1621

Contracts for consulting services which have a total maximum amount of compensation less than fifty thousand dollars for a twelve-month period may be awarded without the necessity of competitive bidding or competitive negotiation.

Contracts for consulting services which have a total maximum amount of compensation of fifty thousand dollars or more for a twelve-month period shall be awarded through a request for proposal process under rules and regulations issued by the office of state. procurement. Service requirements shall not be artificially divided to exempt contracts from the request for proposal process.

Bid Advertisement

There was a Public Advertisement for a Bid notification for the Baseball Complex Project. The Plaquemines Gazette published the Baseball Complex Project Bid notification in the issues of May 18, May 25, and June 1 2021.

CDW Services, LLC

CDW Services, LLC submitted their Louisiana Uniform Public Work Bid Form, Certificate of Authority of Limited Liability Company letter dated June 15, 2021, Bid Bond form, and Insurance Coverage. The Auditor did not find that qualification documents were submitted by this vendor. **The Base Bid was \$5,149,100.**

Durr Heavy Construction

Durr Heavy Construction submitted their Louisiana Uniform Public Work Bid Form, Certified Resolution of the Board of Directors signed document. A Bid Bond was submitted, and Insurance Coverage. The Auditor did not find that Vender qualification documents were submitted by this vendor. **The Base Bid was \$6,686,983.**

Periscope Source

The Auditor did not find supporting documentation showing a bid selection process for this vendor in accordance with **Ordinance NO. 01-601 - Section 1.**

Bid Tabulation

There was a Bid Tabulation worksheet prepared that documented the Bidder selection process. It appears that CDW Services, LLC was chosen to do the work. **Base Bid of \$5,149,100.**

Meyer Engineering, Ltd

The Auditor did not find a bid process showing the selection of Meyer Engineering Ltd to perform Professional Services for Plaquemines Parish Government. The Auditor did not find evidence of a competitive bid process for this vendor to perform Professional Services for Plaquemines Parish Government in accordance with Parish Ordinance 01-161, Section 1, and the Louisiana Revised Statue R.S. 39:1621, as stated below. However, the Auditor did find the Meyer Engineers Ltd Pre - Bid Sign in Sheet, indicating that a bid process may have taken place.

Pre - Bid Sign in Sheet

The Auditor reviewed the Meyer Engineers, LTD Sign - In Sheet for the Plaquemines Baseball Complex Project dated 6-3-2021.

Meyer Engineering Ltd

The Auditor reviewed the Meyer Engineering Ltd Professional Services Agreement with Plaquemines Parish Government. **Table # 4**

Table # 4

Description	Contract Amount	Date Signed	Execution Signatures and Dates
Meyer Engineering, Ltd.	\$298,937.00	5-25-2020	Yes

Meyer Engineers Ltd.

The Auditor reviewed the Letter dated June 8, 2020 from Plaquemines Parish Government Chief Engineer to Meyer Engineers, Ltd. Notice to Proceed with the Plaquemines Parish Baseball Complex Project effective on June 8, 2020.

Meyer Engineering, Ltd

The Auditor reviewed the Plaquemines Parish Governments payments to Meyer Engineer, Ltd and supporting documents. The auditor noted that the payments made to Meyer Engineer Ltd. appear to be \$454,436.49.

This amount \$454,436.49 does not agree with the Contract Costs of \$298,937.00. **Table # 5 and Attachment I.**

Table # 5

Sel #	Date	Invoice #	Amount	Approved for Payment ⁴
1	March 8, 2023	18	\$1,485.68	Yes
2	February 6, 2023	17	2,971.36	Yes
3	December, 2022	16	5,199.88	Yes
4	December 19,2022	15	8,171.24	Yes
5	December 6, 2022	14	9,656.92	Yes
6	September 19, 2022	13	3,714.20	Yes
7	August 25, 2022	12	8,914.08	Yes
8	June 20, 2022	11	11,142.60	Yes
9	June 20, 2022	10	2,971.36	Yes
10	June 20, 2022	9	1,485.68	Yes
11	March 9, 2022	8	3,714.20	Yes
12	January 10, 2022	7	5,199.88	Yes
13	January 10, 2022	6	4,457.04	Yes
14	December 6, 2021	5	2,971.36	Yes
15	March 16, 2022	5	158,362.91	Yes
16	December 6, 2021	4	14,857.00	Yes
17	May 24, 2021	3	40,113.60	Yes
18	December 10, 2020	2	93,598.40	Yes
19	August 28, 2020	1	75,449	Yes
		Total	\$454,436.39	

Meyer Engineering, Ltd

The Auditor reviewed Meyer Engineering Ltd Payments in **Table # 5 above**, and noted the following questionable expenses in **Table # 6**.

Table # 6

Date	Invoice #	Amount	Comment
December 6, 2021	5	\$2,971.36	Duplicate Payment?
January 10, 2022	7	5,199.88	Duplicate Payment ?
Marh 9, 2022	8	3,714.20	Duplicate Payment?
June 20, 2022	9	1,485.68	Duplicate Payment?
June 20, 2023	10	2,971.36	Duplicate Payment?

⁴ All South Consulting Engineers the Project Manager for the Baseball Complex Project reviewed and approved these payments.

	Total	\$16,342.48	
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Expenses and Bid Documents

The Auditor requested Baseball Complex Project expense and bid documents for Burgdahl-Graves and Kass Brothers, but management has not submitted these expense documents the Auditor for audit review resulting in an Audit Scope Limitation regarding the Baseball Complex Project.

C.D.W Services, LLC

The Auditor reviewed the MEMO/ Letter dated July 28, 2021, informing C.D.W Services, LLC that their Bid was selected in the amount of \$4,688,766 for Contractor / Consulting Services for the Baseball Complex Project. This document was signed by Mr. Lepine, President of Plaquemines Parish Government, and Notarized on July 28, 2021.

Public Works Agreement

The Auditor reviewed the C.D.W Public Works Agreement and noted the results in **Table # 7**

Table # 7

Description	Contract Amount	Date Signed	Execution Signatures and Dates
An agreement entered on August 17, 2021 between Plaquemines Parish Government and C.D.W. Services, LLC for Professional / Consulting Services.	\$4,688,776.00	August 17, 2021	Yes

C.D.W. Services, LLC

The Auditor reviewed the Letter dated September 29, 2021, from Meyer Engineer Ltd. To C.D.W Services, LLC Notice to Proceed effective October 4, 2021, with the terms of the Contract dated August 17, 2021.

C.D.W. Services, LLC

The Auditor reviewed the CDW Services, LLC change orders # 1-4. The amount of \$252,937.37 agrees to the Baseball Complex Project Costs. **Table # 8. Attachment I.**

Table # 8

Sel #	Description	Date	Amount	Approved for Payment
1	Additional Site Clearing	December 6, 2021	\$21,825.38	Yes
2	Backflow Preventer	January 5, 2022	9,771.05	Yes
3	Add Fill and Adjust Lights	September 26, 2022	160,570.05	Yes
4	General Conditions	December 22, 2022	\$60,770.89	Yes
		Total	\$252,937.37	

C.D.W. Services, LLC

The Auditor reviewed the Certificate of Payment for CDW Services, LLC for Professional Services and noted the results in **Table # 9**.

Table # 9

Sel #	Invoice #	Date	Amount	Approved for Payment
1	18	April 25, 2023	\$61,336.75	Yes
2	17	March 28, 2023	92,480.89	Yes
3	16	February 7, 2023	197,641.69	Yes
4	15	January 25, 2023	333,928.52	Yes
5	14	January 17, 2023	666,833.47	Yes
6	13	December 6, 2022	469,938.87	Yes
7	12	November 4 2022	103,745.23	Yes
8	11	September 19, 2022	208,284.17	Yes
9	10	August 25, 2022	339,784.03	Yes
10	9	August 25, 2022	220,544.97	Yes
11	8	June 7, 2022	655,321.43	Yes
12	7	June 20, 2022	188,069.88	Yes
13	6	June 20, 2022	215,089.50	Yes
14	5	March 31, 2022	17,192.15	No
15	4	February 24, 2022	79,833.55	Yes
16	3	January 18, 2022	316,421.53	Yes
17	2	January 10, 2022	284,349.05	Yes
18	1	December 6, 2021	21,825.38	Yes
		Total	\$4,472,621.06	

C.D.W. Services, LLC

The Auditor reviewed the CDW Services, LLC Certificate of Payment for Consulting Services and noted the results in **Table # 10**.

Table # 10

Sel #	Invoice #	Date	Amount	Approved for Payment
1	1	December 6, 2021	\$146,318.33	Yes

C.D.W. Services, LLC

The Auditor reviewed the C.D.W. Services, LLC cost reductions and noted the results in **Table # 11**.

Table # 11

Sel #	Contractor	Date	Amount	Approved for Payment
1	C.D.W. Services, LLC	Letter dated July 15, 2021	\$282,888.00	Yes

Vendor Coded Invoices

The Auditor reviewed the Coded Invoices for Testing and Clerk Fees and noted that they were not approved for payment. **Table # 12**.

Table # 12

Sel #	Vendor	Description	Date	Amount	Approved for Payment
1	Gulf South Engineering & Testing, Inc.	Geotechnical Services	9/24/20	\$2,500.00	Yes
2	Miscellaneous Costs	Clerk Fees, Advertising	8/18/2021	597.50	Yes
			Total	\$3,097.5	

Insurance Coverage

The Auditor reviewed C.D.W. Services, LLC and Frischhertz Electric Company, Inc. insurance coverage and noted the results in **Table # 13**.

Table # 13

Sel #	Contractor	Vendor	Description	Expiration Date	Amount	Comment
1	C.D.W. Services, LLC	Wright Insurance Company	Flood Insurance	9/29/2022	\$3,823.00	Insurance expired
2	C.D.W. Services, LLC	Acord Insurance Company	Liability Insurance	8/30/2022	Various	Insurance expired
3	Frischhertz Electric Company, Inc	Gray Insurance Company	Property Insurance	2/1/2023	Various	Insurance expired

FEMA Elevation Certificate - Building 510

The Auditor reviewed the U.S. Department of Homeland Security FEMA Elevation Certificate Building 510.

Miscellaneous Correspondence File

The Auditor reviewed the Baseball Complex Project Correspondence file.

Vendor Non - Payment Notices

The Auditor reviewed the Non-Payment Notices.

Work Hours / Time Sheets and Dailey Work Reports

The Auditor reviewed the ALL-South Consulting Engineers, LLC daily work hours/time sheets and noted that they were signed by the Resident Inspector and approved by the Supervisor indicating that they were reviewed for accuracy. The Auditor reviewed the Resident Inspector's daily reports and noted the time and description of the work performed and that these daily reports were signed by the Resident Inspector and Supervisor indicating that they were reviewed for accuracy.

Louisiana Department of Revenue Tax Exemptions

The Auditor reviewed the Louisiana Department of Revenue LDR exemption certificates for the Plaquemines Baseball Complex Project and noted that they were properly signed and executed.

VI. Professional Standards

This audit was conducted in accordance with the Institute of Internal Auditor's Standards for the Professional Practice of Internal Auditing, (the Red Book).

ATTACHMENTS

Attachment I - Baseball Complex Funding and Expenses

SRIA PW 20914 - Baseball Complex Funding and Expenses

Initial SRIA Funding Allocation for Baseball Complex	Amount
Construction Cost	\$ 7,750,000.00
Architectual/Engineering Fee	\$ 611,727.44
Material Testing & Other Misc. Costs	\$ 70,000.00
Total Initial Funding Allocation	\$ 8,431,727.44

Funding Reallocations / Expenses for Baseball Complex	Amount
Funding Moved to Council Building 203	\$ (300,000.00)
Funding Moved to Closing Pavilion (Council Ord. 18-20)	\$ (2,504,462.30)
Burgdahl-Graves Contract	\$ (458,795.58)
Funding for Burgdahl-Graves Supplemental Services (Moved from SRIA Contingencies)	\$ 13,450.00
Burgdahl-Graves Supplemental Services	\$ (13,450.00)
Burgdahl-Graves Contract Amendment	\$ (18,000.00)
Funding Moved to Closure of Pavilion to Cover Change Orders	\$ (157,645.69)
Funding Moved to SRIA Contingencies (Unused Burgdahl-Graves Contract)	\$ (152,931.86)
Funding for Meyer Engineers (Moved from SRIA Contingencies)	\$ 298,937.00
Meyer Engineers Contract	\$ (298,937.00)
CDW Construction Contract	\$ (4,688,776.00)
Funding Moved to SRIA Contingencies	\$ (49,519.58)
Funding for CDW Change Orders (Moved from SRIA Contingencies)	\$ 221,340.94
CDW Change Order No. 1	\$ (21,825.38)
CDW Change Order No. 2	\$ (9,771.05)
CDW Change Order No. 3	\$ (160,570.05)
CDW Change Order No. 4	\$ (60,770.89)
Beta Group Material Testing Contract	\$ (32,577.00)
Geotechnical Services	\$ (2,500.00)
Misc. Costs (Advertisement & Clerk of Court Fees)	\$ (597.50)
Funding Moved to SRIA Contingencies (Unused Material Testing & Misc. Cost Funds)	\$ (34,325.50)
Funding for Kass Bros. Construction (Moved from SRIA Contingencies)	\$ 245,920.80
Kass Brothers Construction	\$ (245,920.80)
Funding for Additional Geotechnical Services (Moved from SRIA Contigenices)	\$ 5,900.00
Additional Geotechnical Services	\$ (5,900.00)
Total Funding Reallocations / Expenses for Baseball Complex	\$ (8,431,727.44)

TOTAL SUM INITIAL ALLOCATION & EXPENSES / REALLOCATIONS

\$0.00

Baseball Complex Project Costs

Project Costs	Amount
Original construction funding which moved to other Projects	\$ 2,962,107.99
Moved to Council Building - Bldg 203 ¹	\$ (300,000.00)
Moved to Pavilion (Council Ord. 18-20) ²	\$ (2,504,462.30)
Moved to Pavilion (to cover C/Os & other costs) ⁴	\$ (157,645.69)
Burgdahl-Graves Contract	\$ 458,795.58
Burgdahl-Graves Supplemental Services	\$ 31,450.00
Meyer Engineers	\$ 298,937.00
Kass Brothers	\$ 245,920.80
CDW Contract	\$ 4,688,776.00
CDW Change Order No. 1	\$ 21,825.38
CDW Change Order No. 2	\$ 9,771.05
CDW Change Order No. 3	\$ 160,570.05
CDW Change Order No. 4	\$ 60,770.89
Geotechnical Services	\$ 2,500.00
Misc Costs (Adv. & Clerk of Ct.)	\$ 597.50
Beta Group Contract	\$ 32,577.00
Additional Geotechnical Services	\$ 5,900.00
Total Project Cost	\$ 6,018,391.25

Attachment II - Baseball Complex Project Ordinance NO. 18-20

ORDINANCE NO. 18-20

The following Ordinance was offered by Council Member Black who moved its adoption:

An Ordinance authorizing and directing Plaquemines Parish President Amos Cormier III, to expend Sandy Recovery Initiative Act (SRIA) Funds from PW 20914 in order to allow for the bidding on the construction of a Baseball Complex and Multipurpose Closed Pavilion located at the Government Complex, 333 F. Edward Hebert Blvd., Belle Chasse, LA 70037 for improvement and advancement of the parish wide Recreation Department; and otherwise, to provide with respect thereto.

WHEREAS the Plaquemines Parish Government applied for SRIA funds for eight specific projects within the Government Complex on August 8, 2013 and those projects were approved and Project Worksheet 20914 was obligated on November 5, 2014; and

WHEREAS, on October 18, 2016 bids were received for the Baseball Complex Project which resulted in a lack of funds as designed, a design which included eight multi-age baseball/softball fields, hard surface parking, as well as a joint concession and locker room building; and

WHEREAS, on December 14, 2016 the Open-Air Pavilion Project was completed as designed, but due to various issues to include but not limited to, water retention, poor air circulation, unsafe surfaces, poor acoustics, and non-functionality of the partial enclosure has made the pavilion limited to nearly nonexistent in use; and

WHEREAS, although SRIA funds are prohibited from being used for non-approved SRIA projects per FEMA guidelines, it does allow for the transfer of funds between approved SRIA projects; and

WHEREAS, this Council believes that it is in the best interest of the Plaquemines Parish Government to make the best use of these funds within the guidelines; therefore the specific dedication of the remaining funds to revise the original plans for the baseball complex in order to allow for the best facility within the budgeted amount and then utilize the remaining funds to enhance the current open air pavilion, making it into an enclosed, functional, multipurpose pavilion, will improve and advance the parish wide Recreation Department by filling critical needs for our youth; and

WHEREAS there is a remaining balance of \$7,641,481.86 in the Baseball Complex Project and an additional \$162,980.44 in other approved SRIA projects, for a total of \$7,804,462.30 in available SRIA funds.

NOW, THEREFORE:

BE IT ORDAINED BY THE PLAQUEMINES PARISH COUNCIL THAT:

SECTION 1

\$5,300,000.00 of SRIA funds shall be specifically dedicated to the revision of the existing design and then the ultimate construction of the baseball complex, which will include the removal of four fields and the addition of turf to the remaining four fields to ensure the design is commensurate with the budgeted amount.

SECTION 2

\$2,504,462.30 of SRIA funds shall be specifically dedicated to the modification of the existing open-air pavilion to include the design of and then ultimate execution which shall include the full enclosure, weathering, insulating, surfacing, and installation of HVAC to the existing facility, making it a fully functional, enclosed, multipurpose closed pavilion.

SECTION 3

That this Council hereby authorizes and directs the Plaquemines Parish President, Amos Cormier III, or his authorized delegate to immediately begin the process of modifications and revisions, then upon completion advertise for bid of the two SRIA projects.

SECTION 4

That the Secretary of this Council is hereby authorized and directed to immediately certify and release this Ordinance and that Parish employees and officials are authorized to carry out the purposes of this Ordinance, both without further reading and approval by the Plaquemines Parish Council.

WHEREUPON, in open session the above Ordinance was read and considered section by section and as a whole.

A unanimous second of the motion to adopt the Ordinance.

The foregoing Ordinance having been submitted to a vote; the vote resulted as follows:

YEAS: Council Members John L. Barthelemy, Jr., W. Beau Black, Kirk M. Lepine, Irvin Juneau, Benedict Rousselle, Charlie Burt, Audrey Trufant-Salvant, Jeff Edgecombe and Nicole Williams

NAYS: None

ABSENT: None

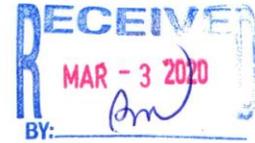
PRESENT BUT NOT VOTING: None

And the Ordinance was adopted on this the 22nd day of February, 2018.

Attachment III - All South Funding Letter, Dated March 3, 2020



March 3, 2020



20-02-01

Kirk Lepine, President
Plaquemines Parish Government
333 F. Edward Hebert Blvd., Building 100
Belle Chasse, LA 70037

RE: Plaquemines Parish Consolidated
Government Complex
Baseball Complex
PPG Project No. ~~13-02-02~~ 20-02-01

President Lepine:

Per our recent discussion, it is my understanding that Plaquemines Parish Government (PPG) would like to engage Meyers Engineering, Ltd. to redesign the Baseball Complex project in an effort to construct a one (1) quad baseball complex with an overall budget of \$5,000,000.00. The project funding is the FEMA SRIA Project Worksheet.

To date, PPG has paid Burgdahl-Graves Architects \$458,795.58 to prepare final plans for a two (2) quad baseball complex which was put out to bid in October of 2016 with only one (1) bid being received. That bid was considerably over the original \$7,500,000.00 construction budget. Since that time, PPG was unable to come to an agreement with Burgdahl-Graves to revise the bid documents to reduce the project scope, and that is why PPG is engaging Meyers Engineering to complete the project.

Note that FEMA policy does not fund engineering/architectural services for projects that are not constructed. In that case, PPG would be responsible to fund the engineering fees for \$458,795.58 expended with Burgdahl Graves as it would not be a reimbursable expense since that project was not constructed. However, since this project is funded with SRIA funds, there is some additional flexibility in funding approved projects that is not allowed in the normal FEMA PA process. That may allow both the original design fee and new design fee to be reimbursed by FEMA.

If the Parish enters into an agreement with Meyers Engineering, we will submit the new design charges to FEMA for reimbursement. However, you must keep in mind that FEMA may object at some point to paying the duplicative design charges. In that case, if we cannot convince FEMA to fund the additional fees, the Parish will be required to fund the \$458,795.58 paid to

All South Consulting Engineers, L.L.C.

Kirk Lepine, President
March 3, 2020
Page 2 of 2

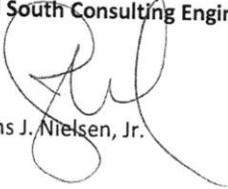
Burgdahl-Graves. If the Parish is able to negotiate a discount on the new design fee based on a partial use of the Burgdahl-Graves final design, it will help in the justification of FEMA funding all or a portion of the Burgdahl-Graves fees.

If the Parish wishes to contract with Meyers Engineering on this project, we feel that they can be selected from the approved engineering/architectural firms established in the General Services RFP issued by the Parish in April 2019. Firms on the approved engineering/architectural list based on last year's RFP should satisfy FEMA's procurement requirements.

If you have any questions or are in need of additional information, please feel free to call.

Sincerely,

All South Consulting Engineers, LLC



Jens J. Nielsen, Jr.

cc: Rennie Buras, Parish Attorney
Ken Dugas, Parish Engineer
Jonah Arceneaux, Assistant Parish Engineer
Mike Gaffney, Gaffney & Gaffney
Cindy Janecke, ASCE

Attachment IV - Probable Construction Costs Plaquemines Baseball Project

202005SP1

PROBABLE CONSTRUCTION COST
 PLAQUEMINES BASEBALL QUAD
 A/E PROJECT NO. 20-2005 FEBRUARY 11, 2020
 REVISED MARCH 25, 2020
 REVISED JULY 20, 2020
 REVISED MAY 12, 2021

BASE BID

GRADING	15 AC	@	\$1,000	=	\$15,000
FILL	15 AC	@	\$14,000	=	\$210,000
CRUSHED CRIMSON (4 INFIELDS)	13,300 SY	@	\$12	=	\$159,600
SODDING (4 OUTFIELDS)	38,500 SY	@	\$6	=	\$231,000
BACKSTOPS	4 EA	@	\$45,000	=	\$180,000
FIELD FENCING - 6-FOOT HIGH	4,200 LF	@	\$25	=	\$105,000
DUGOUTS	8 EA	@	\$25,000	=	\$200,000
LIGHTING	16 POLES	@	\$38,000	=	\$608,000
LIGHTING FOUNDATIONS	16 EA	@	\$14,500	=	\$232,000
6" THICK CONCRETE PAVING	2,775 SY	@	\$90	=	\$249,750
CONCESSION/TOILET/PRESSBOX	1 LS	@	\$750,000	=	\$750,000
DRAINAGE LINES	1,800 LF	@	\$80	=	\$144,000
DRAINAGE DROP INLETS	32 EA	@	\$3,000	=	\$96,000
SWALES/DITCHES	3,000 LF	@	\$8	=	\$24,000
4" WATER LINE	800 LF	@	\$20	=	\$16,000
2" WATER LINE	300 LF	@	\$10	=	\$3,000
WATER TIE-IN AND METER	1 LS	@	\$10,000	=	\$10,000
6" SEWER LINE	600 LF	@	\$100	=	\$60,000
SEWER MANHOLE	3 EA	@	\$5,000	=	\$15,000
HANDICAP PARKING AREA	525 SY	@	\$95	=	\$49,875
WATER FOUNTAIN W/HOSE BIBB	3 EA	@	\$3,000	=	\$9,000
MISCELLANEOUS COORDINATION, ETC.	1 LS	@	\$100,000	=	<u>\$100,000</u>
SUBTOTAL - BASE BID					\$3,467,225
CONSTRUCTION CONTINGENCY					10% <u>\$346,723</u>
TOTAL CONSTRUCTION COST - BASE BID					\$3,813,948

ALTERNATE NO. 1 - ARTIFICIAL TURF INFIELD FIELD 1

ALTERNATE NO. 1 - ARTIFICIAL TURF INFIELD FIELD 1

BASEBALL INFIELD TURF INCLUDING BASE & SUBSURFACE DRAINAGE (1 FIELD)	2,700 SY	@	\$68	=	\$183,600
TURF DRAINAGE TIE-INS	2 EA	@	\$2,500	=	\$5,000
FRENCH DRAIN (1 FIELD)	2,600 LF	@	\$62	=	<u>\$161,200</u>
SUBTOTAL - ALTERNATE NO. 1					\$349,800
CONSTRUCTION CONTINGENCY					10% <u>\$34,980</u>
TOTAL CONSTRUCTION COST - ALTERNATE NO. 1					<u>\$384,780</u>
TOTAL CONSTRUCTION COST - BASE BID + ALTERNATE NO. 1					\$4,198,728

ALTERNATE NO. 2 - ARTIFICIAL TURF INFIELD FIELD 2

BASEBALL INFIELD TURF INCLUDING BASE &	2,700 SY	@	\$68	=	\$183,600
TURF DRAINAGE TIE-INS	2 EA	@	\$2,500	=	\$5,000
FRENCH DRAIN (1 FIELD)	2,600 LF	@	\$62	=	<u>\$161,200</u>

SUBTOTAL - ALTERNATE NO. 2 \$349,800

CONSTRUCTION CONTINGENCY 10% \$34,980

TOTAL CONSTRUCTION COST - ALTERNATE NO. 2 \$384,780

TOTAL CONSTRUCTION COST - BASE BID + ALTERNATE NOS. 1 & 2 \$4,583,508

ALTERNATE NO. 3 - ARTIFICIAL TURF INFIELD FIELDS 3 & 4

BASEBALL INFIELD TURF INCLUDING BASE &	5,400 SY	@	\$68	=	\$367,200
TURF DRAINAGE TIE-INS	4 EA	@	\$2,500	=	\$10,000
FRENCH DRAIN (1 FIELD)	5,200 LF	@	\$62	=	<u>\$322,400</u>

SUBTOTAL - ALTERNATE NO. 3 \$699,600

CONSTRUCTION CONTINGENCY 10% \$69,960

TOTAL CONSTRUCTION COST - ALTERNATE NO. 3 \$769,560

TOTAL CONSTRUCTION COST - BASE BID + ALTERNATE NOS. 1, 2 & 3 \$5,353,068