

## Internal Memorandum

Public Works Department  
Office of the Director (5200)

**TO:** Professional Services Review Committee **DATE:** October 17, 2016

**THRU:** Lowell Duhon

**FROM:** Tom Carroll

**SUBJECT:** **PROFESSIONAL SERVICES REVIEW COMMITTEE**  
**CALL FOR COMMITTEE MEETING**

A meeting of the Professional Services Review Committee is being called for **Tuesday, October 18, 2016 at 5:00 p.m.**, in the Small Briefing Room in the Council Chambers at City Hall. The purpose of the meeting is to make selections for the following:

<u>Project/Services Required</u>	<u>Approx. Cost</u>	<u>Recommendation</u>
Clifton Chenier Center (PW) <i>Architect</i>	\$6,000	Schoeffler & Bourdier
Virtual Reality Lab (Museum) <i>Computer Programmer</i>	\$30,000	CGI Lafayette
Virtual Reality Tourism (Museum) <i>Video Recording</i>	\$50,000	Holbrook Multi Media

  
for **Thomas R. Carroll, III, P.E., P.L.S.**  
*Public Works Director*

### SCOPE OF SERVICES

**CLIFTON CHENIER CENTER** – Architect shall perform a comprehensive survey to determine areas of water intrusion and extent of damage in the Health Unit and Town Hall buildings.

**VIRTUAL REALITY LAB** – Plan and develop a custom menu system for the museum’s virtual reality lab.

**VIRTUAL REALITY TOURISM** – Develop and field record virtual content for the museum’s virtual reality lab and video two (2) commercials to promote the museum and its events.