



City of Encinitas

August 11, 2014

Winter & Company
1265 Yellow Pine Avenue
Boulder, CO 80304

SUBJECT: Housing Element Update - Winter & Company, Contract Amendment No. 1

Dear Mr. Winter,

Upon signature and return, this correspondence will serve as an amendment to the original contract, executed on June 25, 2014, between the City of Encinitas and Winter & Company for professional services related to the Housing Element Update. This amendment provides for additional services, as itemized in the Adjusted Scope, dated August 11, 2014 and attached as Attachment A, to include:

1. Council packet revisions;
2. Additional site sketch-up graphics;
3. City Council work sessions and presentations; and
4. An adjusted fee spreadsheet with allocated hours per task and expenses.

The base professional fee in the original contract was \$78,248.00. **This amendment will revise the remaining base service tasks to be performed by Winter & Company and increase the fee by \$14,896.00, for a total authorized contract budget of \$93,144.00.** The revised scope also provides for optional, additional tasks including technical assistance with open houses/workshops and/or work sessions with City Council. Per the original contract, optional tasks will be performed only if authorized by the City. Please note that tasks resulting in a cumulative fee of \$100,000 and greater requires City Council approval.

Subsequent review of the contract also resulted in minor technical changes to the rates for travel-related reimbursable expenses. Most travel-related expenses, such as airfare, lodging, car rental and other ground transportation will be reimbursed on a case-by-case basis. Amounts listed in Attachment A are reasonable estimates. Meals excluding alcohol are authorized for reimbursement. Although a total trip estimate for meals has been provided, meals will be reimbursed at prevailing GSA.gov rates for expenses incurred during travel to conduct official City-related business, taking in account the amount of time normally required to perform services. GSA.gov rates are set by fiscal year, effective October 1st of each year.

The current reimbursable rates for each person are as follows:

- \$12 for breakfast
- \$18 for lunch

- \$36 for dinner
- \$5 for incidental expenses

All travel expenses will be reimbursed at the rate specified by GSA.gov or as stated in Attachment A provided that sufficient documentation is provided. A line item receipt is the preferred method; however, in event that a line item receipt can't be provided satisfactory documentation or written acknowledgement by a receiver of money for goods or services shall be provided. Any unused balance from a previous meal may be carried over to the next meal, provided that it is within the same business day. For example, if business precludes the consultant from breakfast, a balance of \$30 is available for lunch. The traveler shall be responsible for excess costs and additional travel expenses.

Refer to the attachment for the associated fees and expenses per task. This amendment does not change the terms and conditions of the original agreement, unless otherwise stated herein.


Please indicate your acceptance of this amendment by signing where indicated below, and returning the original to my attention. If you have any questions, please feel free to contact me at (760) 943-2101.

Sincerely,



Mike Strong
Associate Planner

Winter & Company

By 

Noré Winter
President

City of Encinitas

By 

Gus Vina
City Manager

ATTACHMENT A - ADJUSTED SCOPE

Encinitas Housing Element

Character and Density Study & Public Participation Efforts

Submitted by Winter & Company

Revised: August 11, 2014

Background:

Per the Agreement for Professional Consultant Services – Work Project #WC14B, Winter & Company is 100% complete on Tasks 1 and 2 and 85% complete on Tasks 3 and 4. This work has been invoiced.

Based on discussions with staff on July 25, 2014, the remaining scope is being adjusted based on additional needs. The following is a proposal for the remaining base service tasks to be performed by Winter & Company. Tasks are numbered 5 through 13 (replacing original scope tasks 5, 6 and 7.) Tasks 5 through 10 are within the original base service fee. Tasks 11 through 13 are optional additional tasks. An adjusted fee spreadsheet with allocated hours per task and expenses is also included as an attachment.

Original contract Base Professional Fee -	\$78,248
Optional fee for Additional Services -	\$21,750
Total Fee -	\$99,998
Previously billed for completed work -	\$43,446
Remaining in original contract (basis for adjusted scope) -	\$56,552

Task #5 – Edit City Council Packet (from previous completed work tasks)

5.1– Remove section 1 (Framework) – place in Appendix as “background information”

5.2 – Write new “lead-in” description to packet contents

5.3 – Edit section 2 (Design Contexts) to specifically portray individual communities. These posters will be displayed at open houses to inform the candidate and study site selection process.

- Provide design context posters specific to individual communities:
 - Leucadia – 1 overview, 4 contexts (5 total)
 - Old Encinitas – 1 overview, 5 contexts (6 total)
 - Cardiff – 1 overview, 5 contexts (6 total)
 - New Encinitas – 1 overview, 2 contexts (3 total)
 - Olivenhain – 1 overview, 2 contexts (3 total)
- City to provide additional GIS “figure/grounds” and photographs.

5.4– Rename Study Sites:

- Inland Center to **Neighborhood Center Mixed Use**
- Residential Infill to **Residential Infill #1**

- Main Street to **Main Street Corridor Mixed Use**
- 5.5– Add additional study site graphics to packet (see task #6)
- 5.6– Amend programs for study sites

Task #6 – Generate Additional Study Site Graphics

- 6.1 – Generate an “all 3-story option” for existing study sites – plan, diagrams and 3-D perspective (3 sites)
- 6.2 – Generate new “**Residential Infill #2**” Study Site to represent a small site infill condition (2/3-story alternative and 3-story alternative) – plans, diagrams and 3-D perspectives
- 6.3 – Generate new “**Mixed Use Village Center**” Study Site to represent a medium site mixed use redevelopment of “village” character (2/3-story alternative and 3-story alternative) – plans, diagrams and 3-D perspectives

Task #7 – Trip #2 Meetings (September 8/9)

- 7.1 – Trip #2 – 1 night; 2 days
 - Meet with staff and City Manager
 - Participate in City Manager/Council 2:2:1 Meetings
 - Staff work session

Task #8 – Trip #3 Council Presentation (September 30/31 tentative)

- 8.1 – Trip #3 – 1 night; 2 days
 - Work session to discuss preparation and materials for open houses and online engagement tool interface.
 - Presentation to City Council (September 30th tent.)

Task #9 – Preparation for Open Houses

- 9.1 – Posters, graphics, and logistical prep for (5) community open houses
- 9.2 – Coordination with outreach consultant and on-line tool
- 9.3 – Format city documents for graphic and layout continuity:
 - Three land use map alternatives – 3 pages
 - FAQ sheets - 9 total pages
 - Community informational sheets (2-page spread of background information about each community) – 10 total pages
 - Site cut sheets (one per study area, with each community having unique design) 24-27 total pages
 - Open house mock-up and E-Town Hall design needs (as-needed)
 - Other papers by Winter and Company or leave behinds (as-needed)

Task #10 – Preferred Plan and Final Graphics

- 10.1 – Amend graphics and packet, etc. per community and Council feedback

OPTIONAL ADDITIONAL TASKS:

Task #11 – Assist with Open Houses (Week of November 10)

11.1 – Trip #4 – community open houses (initial trip)

11.2 – Trip #5 – community open houses (additional trip, if needed)

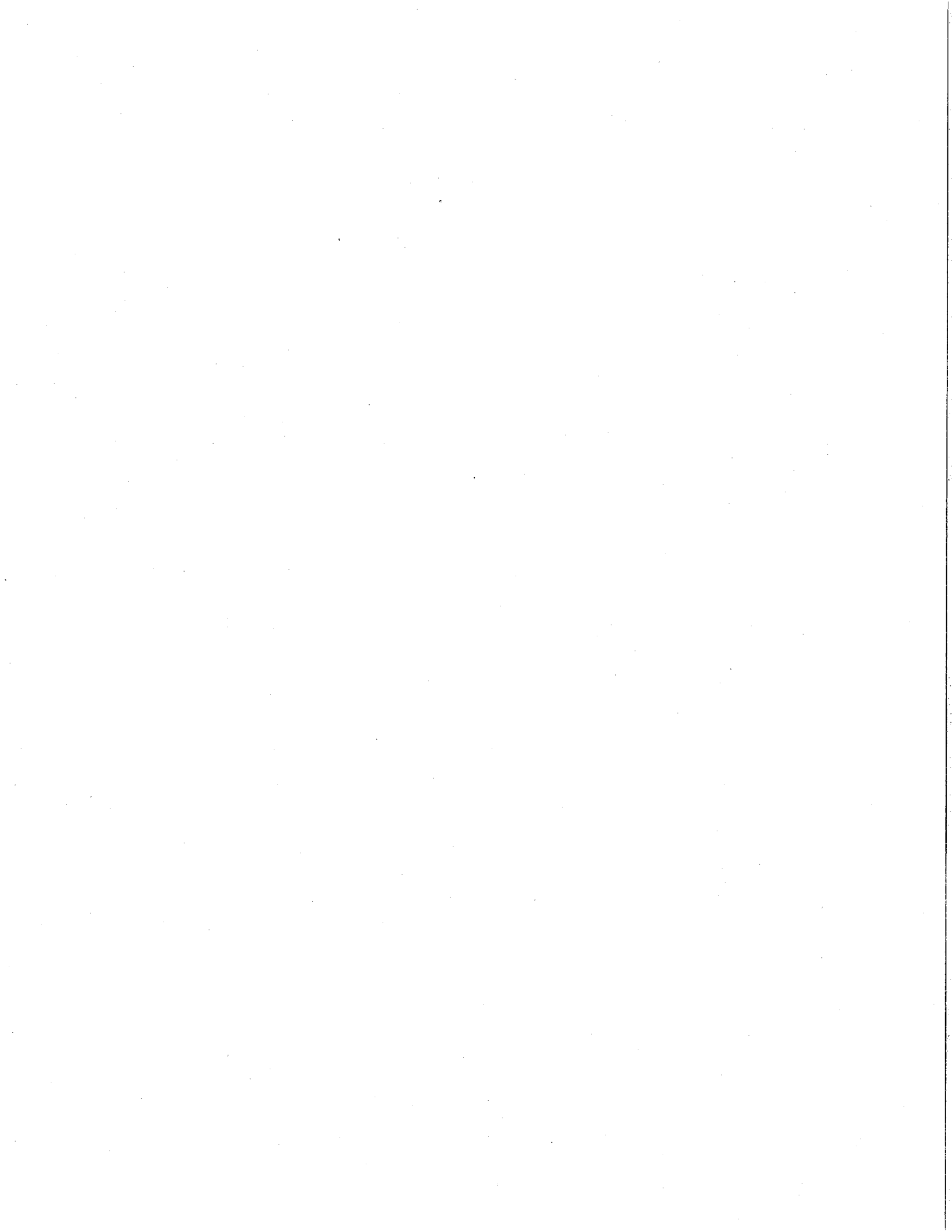
Task #12 – Community Engagement Results Review (December 2014)

12.1 – Trip #6 - Joint work session with City Council and Planning Commission to review results from the community open houses and online engagement tool

Task #13 – Preferred Alternative Presentation (January 2015)

13.1 – Trip #7 - Joint work session with City Council and Planning Commission to present the final preferred alternative.

*Refer to Attachment B for associated fees and expenses per task.



Encinitas Housing Element - Character and Density Study Public Participation Efforts
 Attachment B - Adjusted Fee
 Winter and Company

ADJUSTED PROFESSIONAL SERVICES FEE

Task #5 Edit Council Packet

Personnel Fees	Rate	Hours	Amount
N. Winter	\$175	8	\$1,400
C. Bostic	\$130	24	\$3,120
C. Ball	\$70	30	\$2,100
Total Fees Task #5			\$6,620

Task #6 Generate Additional Graphics

Personnel Fees	Rate	Hours	Amount
N. Winter	\$175	4	\$700
C. Bostic	\$130	24	\$3,120
C. Ball	\$70	40	\$2,800
Total Fees Task #6			\$6,620

Task #7 Trip #2 Meetings (City Manager, Council 2:2:1's, Staff Work Session)

Personnel Fees	Rate	Hours	Amount
N. Winter	\$175	16	\$2,800
C. Bostic	\$130	24	\$3,120
Total Fees Task #7			\$5,920

Travel Expenses	Rate	# of Units	Amount
Airfare	\$450	2	\$900
Lodging	\$225	2	\$450
Car Rental	\$70	2	\$140
Other Ground Transportation	\$100	2	\$200
Meals	gsa.gov rate	N/A	\$520
Total Project Expenses			\$2,210
Total Fees + Expenses Task #7			\$8,130

Task #8 Trip #3 (Council Presentation)

Personnel Fees	Rate	Hours	Amount
N. Winter	\$175	16	\$2,800
C. Bostic	\$130	24	\$3,120
Total Fees Task #8			\$5,920

Travel Expenses	Rate	# of Units	Amount
Airfare	\$450	2	\$900
Lodging	\$225	2	\$450
Car Rental	\$70	2	\$140
Other Ground Transportation	\$100	2	\$200
Meals	gsa.gov rate	N/A	\$390
Total Project Expenses			\$2,080
Total Fees + Expenses Task #8			\$8,000

Encinitas Housing Element - Character and Density Study Public Participation Efforts
 Attachment B - Adjusted Fee
 Winter and Company

Task #9 Prepare Materials for Open Houses			
Personnel Fees	Rate	Hours	Amount
N. Winter	\$175	8	\$1,400
C. Bostic	\$130	36	\$4,680
C. Ball	\$70	56	\$3,920
Total Fees Task #9			\$10,000

Task #10 Preferred Plan and Final Graphics			
Personnel Fees	Rate	Hours	Amount
N. Winter	\$175	4	\$700
C. Bostic	\$130	24	\$3,120
C. Ball	\$70	34	\$2,380
Total Fees Task #10			\$6,200

Total Base Service Fees	\$41,280
Miscellaneous Needs (10% Project Contingency)	\$4,128
Total Travel Expenses	\$4,290
TOTAL ADJUSTED FEE	\$49,698
Previously Billed	\$43,446
TOTAL ADJUSTED CONTRACT FEE	\$93,144

Encinitas Housing Element - Character and Density Study Public Participation Efforts
 Attachment B - Adjusted Fee
 Winter and Company

OPTIONAL ADDITIONAL TASKS

Task #11 Trip #4 and #5 (Assist with Open Houses)

Personnel Fees	Rate	Hours	Amount
N. Winter	\$175	30	\$5,250
C. Bostic	\$130	30	\$3,900
Total Fees Task #11			\$9,150

Travel Expenses	Rate	# of Units	Amount
Airfare	\$450	4	\$1,800
Lodging	\$225	10	\$2,250
Car Rental	\$70	5	\$350
Other Ground Transportation	\$100	7	\$700
Meals	gsa.gov rate	N/A	\$1,040
Total Project Expenses			\$6,140
Total Fees + Expenses Task #11			\$15,290

Task #12 Trip #7 (Community Engagement Results Review)

Personnel Fees	Rate	Hours	Amount
N. Winter	\$175	16	\$2,800
C. Bostic	\$130	24	\$3,120
Total Fees Task #12			\$5,920

Travel Expenses	Rate	# of Units	Amount
Airfare	\$450	2	\$900
Lodging	\$225	2	\$450
Car Rental	\$70	2	\$140
Other Ground Transportation	\$100	2	\$200
Meals	gsa.gov rate	N/A	\$520
Total Project Expenses			\$2,210
Total Fees + Expenses Task #12			\$8,130

Task #13 Trip #8 (Preferred Alternative Presentation)

Personnel Fees	Rate	Hours	Amount
N. Winter	\$175	8	\$1,400
C. Bostic	\$130	16	\$2,080
Total Fees Task #13			\$3,480

Travel Expenses	Rate	# of Units	Amount
Airfare	\$450	1	\$450
Lodging	\$225	1	\$225
Car Rental	\$70	2	\$140
Other Ground Transportation	\$100	1	\$100
Meals	gsa.gov rate	N/A	\$520
Total Project Expenses			\$1,435
Total Fees + Expenses Task #13			\$4,915

Encinitas Housing Element - *Character and Density Study Public Participation Efforts*
Attachment B - Adjusted Fee
Winter and Company

Total Optional Additional Service Fees	\$18,550
Miscellaneous Needs (10% Project Contingency)	\$1,855
Total Travel Expenses	\$9,785
TOTAL ADDITIONAL SERVICES FEE	\$30,190