City of Encinitas

August 26, 2015 VIA EMAIL

Veronica Tam, AICP, Principal
Veronica Tam and Associates LLC
107 S Fair Oaks Ave Ste. 212
Pasadena, CA 91105

HOUSING ELEMENT UPDATE – WORK PROJECT #WC14B, VTA CONTRACT AMENDMENT NO. 1

Dear Ms. Tam,

Upon signature and return, this correspondence will serve as an amendment to the original contract, executed on August 27, 2014, between the City of Encinitas and Veronica Tam and Associates LLC, regarding ongoing technical assistant and consulting services to facilitate the development of a Housing Element.

This amendment provides for additional scope of services, to include:

1. Providing peer review of the Draft Housing Element; and
2. Provide ongoing technical assistance to staff; and
3. Help facilitate HCD review of the Draft Housing Element; and
4. Potentially attend public meetings to address technical questions from the appointed/elected;

This amendment will increase the contract budget of $9,900.00 in an amount not to exceed $3,000.00 for a total authorized contract budget of $12,900.00. The amended scope of services and project planning budget, dated August 26, 2015 is included.

Please indicate your acceptance of this amendment by signing where indicated below, and returning the original to my attention. This amendment does not change the terms and conditions of the original agreement. Transfers of budget fees from one task or sub-task to another require mutual, written consent. If you have any questions, please feel free to contact me at (760) 943-2101.

Sincerely,

MIKE STRONG, Senior Planner

Veronica Tam and Associates LLC

By_____
Veronica Tam
Principal

City of Encinitas

By_____
Lisa Rudloff
Acting City Manager

VERONICA TAM AND ASSOCIATES

August 26, 2015

Manjeet Ranu, AICP, Deputy Director
Planning and Building Department
City of Encinitas

Subject: City of Encinitas Housing Element Assistance – Contract Amendment

Dear Mr. Ranu:

Veronica Tam and Associates, Inc. appreciates the opportunity to provide assistance to the City of Encinitas with the Housing Element update.

We are currently contracted for $9,900 for this assistance. As of August 26, 2015, we have invoiced the City $8,700.68, with another $385 to be invoiced at the end of this month, leaving a balance of about $814. Based on our discussions, we understand that the City would like VTA to continue assisting in the Housing Element process. Specifically, we will provide peer review of the Draft Housing Element, ongoing technical assistance to staff, help facilitate HCD review of the Draft Housing Element, and potentially attend public meetings to address technical questions from the appointed/elected officials and the community.

We are therefore requesting a contract amendment for an additional $3,000. Services will be provided on a time-and-materials basis at the following rates:

Veronica Tam, Principal	$140/hour

This budget is only an estimate, with an amended not-to-exceed amount of $12,900. Reproduction work will be performed by the City. Invoices to the City will include a brief description of services rendered under each of the categories outlined in paragraph 2 of this letter.

Please let me know if you have questions or require additional information.

Sincerely,

Veronica Tam, AICP
Principal