

**SECOND AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT

BETWEEN THE CITY OF CORONA
AND
RINCON CONSULTANTS, INC.
(COMMUNITY DEVELOPMENT AND HOUSING CONSULTING)**

1. PARTIES AND DATE.

This Second Amendment to the Professional Services Agreement (“Second Amendment”) is made and entered into this 3rd day of August, 2022 by and between the City of Corona (“City”) and Rincon Consultants, Inc., a California corporation (“Consultant”). City and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Second Amendment.

2. RECITALS.

2.1 Agreement. City and Consultant entered into that certain Professional Services Agreement dated on or about September 16, 2020 (“Agreement”), whereby Consultant agreed to provide community development and housing consultant services.

2.2 Prior Amendments. City and Consultant entered into that certain First Amendment to the Professional Services Agreement on or about February 22, 2022 (“First Amendment”).

2.3 Amendment. City and Consultant desire to amend the Agreement for the second time to (1) extend the Term of the Agreement through January 31, 2023; (2) increase the Compensation by \$25,000; and (3) replace three exhibits.

3. TERMS.

3.1 Term. Section 3.1.2 (Term) of the Agreement, as amended by the First Amendment, is hereby deleted in its entirety, and replaced with the following:

“3.1.2 Term. The term of this Agreement shall be from September 16, 2020 to January 31, 2023 (“Term”), unless earlier terminated as provided herein. Consultant shall complete the Services within the Term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the Term of this Agreement one or more times by executing a written amendment pursuant to Section 3.6.8 below (each a “Renewal Term”). The terms “Term” and “Renewal Term” may sometimes be generally and collectively referred to as “Term” in this Agreement.”

3.2 Rates & Total Compensation. Section 3.3.1 (Rates & Total Compensation) and Exhibit “C-1” (Compensation) of the Agreement, as amended by the First Amendment, are hereby deleted in their entirety and replaced with the following:

“3.3.1 Rates & Total Compensation. Consultant shall receive compensation including authorized reimbursements, for all Services rendered under this Agreement at the rates set for in Exhibit “C-2” attached hereto and incorporated herein by reference. The total compensation, including authorized reimbursements, shall not exceed One Hundred Ninety-One Thousand Eight Hundred Ninety-Five Dollars (\$191,895) (“Total Compensation”) without written approval of the City’s Representative. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.”

3.3 Exhibit “A-2”. Exhibit “A-1” (Scope of Services) of the Agreement, as amended by the First Amendment, is hereby deleted in its entirety and replaced with Exhibit “A-2” (Scope of Services) attached hereto and incorporated herein by reference.

3.4 Exhibit “B-2”. Exhibit “B-1” (Schedule of Services) of the Agreement, as amended by the First Amendment, is hereby deleted in its entirety and replaced with Exhibit “B-2” (Schedule of Services) attached hereto and incorporated herein by reference.

3.5 Continuing Effect of Agreement. Except as amended by this Second Amendment, all provisions of the Agreement shall remain unchanged and in full force and effect. From and after the date of this Second Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement as amended by this Second Amendment.

3.6 Adequate Consideration. The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Second Amendment.

3.7 Counterparts. This Second Amendment may be executed in duplicate originals, each of which is deemed to be an original, but when taken together shall constitute but one and the same instrument.

[SIGNATURES ON FOLLOWING PAGE]

**CITY'S SIGNATURE PAGE FOR
SECOND AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT**

**BETWEEN THE CITY OF CORONA
AND
RINCON CONSULTANTS, INC.
(COMMUNITY DEVELOPMENT AND HOUSING CONSULTING)**

IN WITNESS WHEREOF, the Parties have entered into this Second Amendment to Professional Services Agreement as of the date noted on the first page of the Amendment.

CITY OF CORONA
a California municipal corporation

By: _____
Joanne Coletta
Planning and Development Director

Reviewed By: _____
Scott Briggs
Acting Purchasing Manager

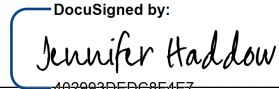
Attest: _____
Sylvia Edwards, City Clerk
City of Corona, California

**CONSULTANT'S SIGNATURE PAGE FOR
SECOND AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT**

**BETWEEN THE CITY OF CORONA
AND
RINCON CONSULTANTS, INC.
(COMMUNITY DEVELOPMENT AND HOUSING CONSULTING)**

IN WITNESS WHEREOF, the Parties have entered into this Second Amendment to Professional Services Agreement as of the date noted on the first page of the Amendment.

RINCON CONSULTANTS, INC
a California corporation

By: 
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Jennifer Haddow
Vice President


By: 
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Richard Daulton
Secretary

EXHIBIT "A-2"

SCOPE OF SERVICES

Task 1 Evaluate the Current Housing Element

As an initial task to the Housing Element update, and following the kickoff meeting described in Task 10, we will review and evaluate the 2013-2021 Housing Element. Specifically, we will:

- Discuss the effectiveness and continued appropriateness of current housing programs and policies
- Evaluate the City's progress in meeting current goals
- Identify any barriers to achieving identified goals
- Review compliance with new State laws
- Identify potential revisions to existing programs
- Review for consistency with the recently adopted General Plan, and regional programs, such as Resilient IE

The City's latest Housing Element Annual Progress Report (APR) would be a good starting point for this evaluation. We will interview staff and compile additional information to provide an assessment of the continued appropriateness of existing programs and whether new programs should be added to address emerging trends and issues. Upon completion of this review, we will provide a memo summarizing our findings and a draft outline for the Housing Element Update.

Deliverables

- Assessment Memorandum to include details on our review of the 2013-2021 Housing Element
- Draft outline for the Housing Element Update

Task 2 Housing Needs Analysis

The Rincon/VTA team will prepare a complete housing assessment and needs analysis consistent with State Housing Element law and HCD's Completeness Review Checklist. The Needs Analysis will be comprehensively updated with the most recent American Community Survey (ACS) and housing market data. The Needs Analysis will contain the topics listed below to satisfy Government Code Section 65583(a) requirements:

- **Demographics, Income, and Employment Trends.** This section includes information on the population growth trends, along with income distribution and employment trends.
- **Household Characteristics.** This section will also discuss household characteristics such as size, tenure, composition, and overcrowding conditions that may impact housing needs.
- **Housing Stock Characteristics.** This section will be an analysis of the condition of the existing housing stock as well as cost and affordability, including discussions on cost burden (overpayment).
- **Affirmatively Furthering Fair Housing.** This section will discuss new Housing Element law, which requires jurisdictions to examine barriers to fair housing and ensure housing programs are implemented in a manner to affirmatively further fair housing.

- **Residential Building Permit Activity.** This section will discuss residential building permit trends for single-family and multi-family products, building code regulations, fees, and permit and processing procedures. We will also analyze constraints on housing for persons with disabilities, as well as the city's current permitting procedures for emergency shelters, transitional and supportive housing, and single-room occupancy units.
- **Analysis of Special Housing Needs.** See Task 5 below.
- **At-Risk Housing (Assisted Unit) Analysis.** See Task 6 below.

Deliverable

- Housing Needs Analysis

Task 3 Land Use Inventory and Land Use Survey

SCAG's Draft RHNA Allocation for Corona is 6,078 units. Based on this allocation, the Housing Element update will require efforts to identify sites with sufficient capacity for the RHNA, taking into consideration the following adequate site requirements under new Housing Element laws:

- No net loss of capacity when sites are developed
- Continued ability to meet the RHNA by income group
- Stringent standards for assessing feasibility when reusing vacant and underutilized sites that have previously been included in the fifth cycle Housing Element
- Reliance on mixed use for lower income housing
- Ratio of vacant versus underutilized sites
- Demonstrated trends of development

A parcel-specific sites inventory will be developed and opportunities for lot consolidation will be identified. We will prepare an "adequate sites analysis" showing the relationship between the City's RHNA and the dwelling unit capacity, availability of potential housing sites based on zoning, infrastructure, and General Plan policies, requirements, and limitations.

AB 1397 (Adequate Sites) and SB 166 (No Net Loss) impose stringent requirements on the sites inventory for RHNA. Given the City's development pattern, it is anticipated that most sites identified in the sites inventory will have an existing use and improvements and will be smaller than one-half acre. These sites may also have been used in a previous housing element cycle. In order to include these sites in the sites inventory, additional justification is required and may need to include:

- Lot consolidation potential
- Feasibility of development on smaller sites
- Impediments for residential development on non-vacant sites
- Recent development on similar sites
- Substantial evidence the existing use is likely to be discontinued within the planning period

The Rincon/VTA team will work closely with staff and HCD to provide an expanded analysis of the sites inventory. This may include site visits/surveys and discussions with developers and property owners.

Deliverables

- Draft Sites Inventory and Review of Sites for Suitability/Adequacy for RHNA
- Sites Inventory Justification Documentation

Task 4 Evaluation of Housing Constraints

The Rincon/VTA team will identify potential governmental and non-governmental constraints to housing production, including environmental and infrastructural constraints. This analysis will contain a review of factors that may potentially constrain the development, improvement, and preservation of housing in Corona. Factors to be reviewed include market, governmental, environmental, and infrastructural constraints. We will also examine the plans and policies set forth by the recently adopted General Plan and their impact on housing, as well as the impacts of identified hazards and evacuation routes established by Resilient IE. New Housing Element laws also require the assessment of non-governmental constraints, including NIMBYism, lending practices, shortage of labor, and other economic factors. Where constraints exist, the Rincon/VTA team will identify and develop housing programs that can assist in the removal on constraints, where feasible. For each program, the Rincon/VTA team will identify potential funding sources, the lead agency or City division responsible for implementation, objectives, and timeframes.

Deliverable

- List of Housing Programs for inclusion in Housing Element Update

Task 5 Special Housing Needs Analysis

The Rincon/VTA team will update the analysis of housing needs for special needs populations, including senior households, persons with disabilities, large families, single female-headed households, low-and very-low-income households, and the homeless. Relevant findings from this task will be incorporated into the Housing Needs Analysis discussed further in Task 2.

Deliverable

- See Task 2

Task 6 Preservation of Assisted Units

This task will include an analysis of existing assisted housing developments that are eligible to change from low income housing to market rate over the next ten years (i.e., at-risk housing). This analysis will cover units that are deed-restricted as low income housing as a result of public assistance, density bonus requirements, and inclusionary housing program. Relevant findings from this task will be incorporated into the Housing Needs Analysis discussed further in Task 2.

Deliverable

- See Task 2

Task 7 Housing Goals, Policies and Implementation Programs

Housing Goals, Policies, and Quantified Objectives

Based upon the analyses and research conducted in the previous tasks, the Rincon/VTA team will update the Housing Element. The updated Housing Element will include all required components under State law, along with relevant appendices. For each program included in the Housing Element, we will establish the timeframe for implementation, specific objectives, funding sources, and responsible agencies. The programs will satisfy requirements of Government Code Sections 65583(b) and (c).

We will review and revise, as appropriate, housing goals, policies, and quantified objectives regarding the production, conservation, maintenance, preservation, and improvement of housing. This update will reflect the current and projected market conditions, the City's specific challenges, and funding capacity to ensure the housing objectives are realistic.

Housing Element Documents

We will prepare the Administrative Draft Housing Element based on analysis, research, and comments/discussions from the previous tasks. We will also include the City's evacuation routes established by Resilient IE, in accordance with AB 99. Our timeline and budget assume one round of review by City staff. We will incorporate staff comments to formulate the Public Review Draft to be reviewed by City decision makers prior to submitting to HCD for review. We will work with City staff to compile a list of stakeholders and agencies/organizations to receive notification of the availability of the Draft Housing Element.

Deliverables

- Housing Element
 - Internal Review Draft of the Housing Element Update (electronic delivery)
 - Public Review Draft of the Housing Element Update (electronic delivery)
 - Final Adopted Housing Element Update (electronic delivery)
 - All background and base data, including any GIS maps and digital data files

Task 8 Environmental Review

Rincon will prepare the required CEQA review for the project. We understand that the 2020-2040 General Plan Environmental Impact Report was certified with the adoption of the General Plan on June 3, 2020. We don't anticipate that the project will require any changes to the City's land use designations set forth in the recently approved Land Use Element, however, given the number of units included in the City's RHNA allocation, and the need to include the evacuation routes set forth by Resilient IE, we anticipate that preparation of a Negative Declaration (ND) or Mitigated Negative Declaration (MND) will be the appropriate level of CEQA analysis for the Housing Element Update and have prepared our scope of work and cost analysis accordingly. If it is found that the Housing Element will not result in impacts above and beyond those analyzed in the recently completed EIR for the General Plan Update, it is possible that an Addendum to the General Plan EIR would be an acceptable level of CEQA Analysis. This would result in cost and time savings for the City. On the other hand, if substantial rezoning/upzoning is needed to accommodate the RHNA, and it is determined that an ND or MND is not the appropriate level of CEQA analysis, Rincon will contact the City immediately to discuss the timing and cost implications.

Preparation of the ND or MND would involve the following:

- Complete an Initial Study (IS) checklist
- Prepare an administrative Draft ND or MND based on the results of the IS
- Submit electronic copy of administrative Draft ND or MND for City staff review and comment
- Perform one set of revisions based on City staff comments
- Submit Public Review Draft ND or MND to City staff for distribution
- Respond to comments received as a result of public review of the ND. Revise the ND or MND if needed (response to comments and revised ND or MND will constitute the Final ND or MND)
- Submit electronic copy of Final ND or MND to City staff for review and comment
- Perform one set of revisions based on City staff comments
- Provide the City a revised Final ND or MND for distribution

Deliverables

- CEQA Compliance Documentation:
 - Administrative Draft ND or MND (electronic transmittal)
 - Public Review Draft ND or MND (electronic transmittal)
 - Administrative Final ND or MND (electronic transmittal)
 - Final ND or MND (electronic transmittal)

Task 9 Public Outreach and Public Hearings

Through our work in other cities, Rincon understands that HCD is placing emphasis on public engagement during the Housing Element Update. In light of the ongoing COVID-19 health crisis, HCD has stated that it is acceptable for much of the public engagement to occur online, although multiple engagement opportunities are anticipated. The Rincon/VTA team has budgeted for participation in one virtual public workshop and assistance with the development of an online survey. It is recommended that the online survey occur early in the process to solicit input regarding community concerns and preferences, and the workshop be scheduled toward the end to solicit input on draft policies. The workshops can be aimed at the community or can be aimed at the Planning Commission and/or City Council (with community participation). The Rincon/VTA team will prepare all materials for the workshops and will serve as workshop facilitators.

We have also budgeted for participation in two public hearings on the project. The Rincon/VTA team anticipates participation in one Planning Commission hearing and one City Council hearing, although this could change dependent upon the City's needs. For the public hearings, we will present the Housing Element and CEQA review findings and recommendations.

Deliverables

- Materials/presentations for Public Workshops and Hearings (we have assumed \$1,000 for printing costs associated with these materials, which will not be billed in the event of a virtual workshop and public hearings)

Task 10 HCD Review

HCD review of the Draft Housing Element is mandatory. During the review, we will work to address all HCD comments and will communicate with HCD and facilitate review of the revisions via revised pages. All revisions made to the Draft Housing Element will be shown as tracked changes. The goal is to secure a Finding of Substantial Compliance on the Draft Element before proceeding to adoption. This way, final certification will be contingent upon adopting the Housing Element as revised and reviewed by HCD and the City would avoid adopting a Housing Element that does not completely meet HCD requirements and needing to repeat the review and adoption process again.

Throughout the HCD review process, the Rincon/VTA team will maintain contact with HCD staff via email and phone calls regarding the City's progress, key issues to be addressed, and alternative approaches to compliance. After adoption, the Housing Element must be submitted to HCD for its final review within 90 days.

Deliverables

- Housing Element
 - Revised HCD Review Draft of the Housing Element Update (electronic delivery)

Task 11 Project Management

The Rincon/VTA team will organize a kickoff meeting with City staff and we anticipate facilitating bi-weekly project status calls throughout the process. Prior to the kickoff meeting, we will create a detailed project schedule highlighting major milestones, deadlines, deliverables and meetings necessary for achieving Housing Element certification on time (October 2021). Rincon recognizes that maintaining schedule is critical for the Housing Element update; therefore, we will provide monthly updates to City staff on our progress in conjunction with monthly invoices.

Deliverables

- Initial Project Schedule
- Monthly Updates to Project Schedule

ADD SERVICE 1 & 2

Additional staff time and costs associated with responding to February 3, 2022, comment letter from the State Housing and Community Development Department (HCD) for the adopted Corona Housing Element.

Amendment to Task 10

Article I. *HCD Review*

Consultant will address all HCD comments and prepare a revised draft Housing Element Update. This task includes two hours of virtual meetings with City staff to address comments that require local knowledge and City feedback. Consultant will coordinate with HCD staff for clarification and guidance as needed. Consultant will work closely with HCD and City to ensure that the Housing Element meets State requirements.

Section 1.01 Deliverable

- Revised Draft of the Housing Element Update (clean and track changed MS Word and PDF files)

Article II. Readoption of Housing Element Update

Consultant will attend one public hearing, if required to re-adoption of the Housing Element. If requested by City, Consultant will make a presentation summarizing HCD's comments and proposed revisions. Consultant can attend additional hearings in accordance with its approved fee schedule.

Section 2.01 Deliverables

- Attendance and presentation support at one public hearing
- Final Adopted Housing Element Update (clean and track changed MS Word and PDF files)

Article III. HCD Submittal

After adoption, the Housing Element Update must be submitted to HCD for final review. Consultant will submit hard copy and electronic files of the adopted Housing Element Update to HCD.

Section 3.01 Deliverables

- One hard copy Housing Element shipped to HCD
- Final Adopted Housing Element Update (Clean and track changed PDF files) emailed to HCD

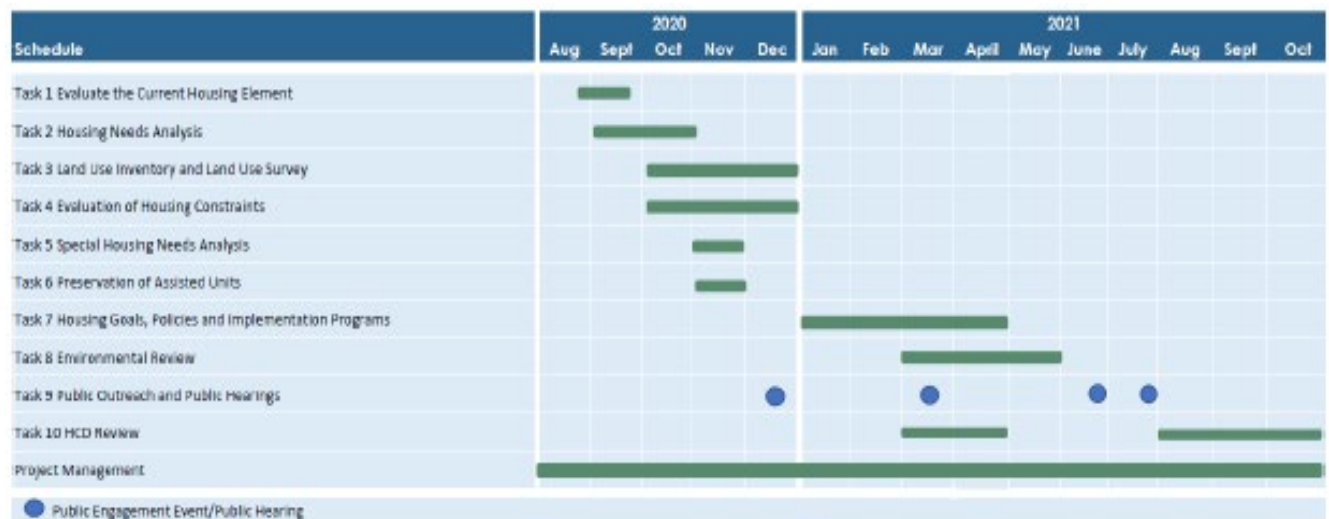
EXHIBIT "B-2"

SCHEDULE OF SERVICES

Consultant shall complete the Services within the Term of this Agreement, and shall meet any other established schedules and deadlines.

The consultant team anticipates an approximate 15-month timeline (August 2020 – October 2021). The schedule below accounts for all tasks described in our work program and accommodates the state's 90-day review of the adopted Housing Element.

Rincon will execute the Scope of Work (SOW) described herein according to the schedule outlined in the table above. This schedule is subject to change in coordination with city staff, however, given the timeframes associated with required approvals for the Housing Element Update, we do not anticipate major changes to the proposed schedule. For this reason, we have not proposed an Alternative Work Schedule. If the City requires an accelerated schedule for completion of this SOW, Rincon will work with the City to determine deliverable dates that can be met as needed.



ADD SERVICE 1:

Agreement Term extended through September 30, 2022.

ADD SERVICE 2:

Agreement Term extension through January 31, 2023 to complete all services.

EXHIBIT "C-2" COMPENSATION

Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in this Exhibit "C-2".

	Rincon Labor Classification →			Principal I	Supervisor I	Senior Professional II	Professional II	GS/CA/DO Specialist I	Production Specialist	Clerical	Veronica Tam
Tasks	Labor Cost	Direct Expense	Hours	\$220	\$195	\$175	\$105	\$112	\$88	\$75	\$160
Task 1: Evaluate the Current Housing Element Assessment Memorandum	\$4,490		30	2	4	6	12				6
Draft Outline	\$1,000		5	1	4						
Task Subtotal	\$5,490		35	3	8	6	12				6
Task 2: Housing Needs Analysis	\$13,740		102	6	6	10	60				20
Task Subtotal	\$13,740		102	6	6	10	60				20
Task 3: Land Use Inventory and Land Use Survey											
Draft Sites Inventory and Review of Sites for Suitability/Adequacy for RHNA	\$23,712		176	8	12	20	80	26			30
Sites Inventory Justification Documentation	\$4,250		28	2	4	4	10				8
Task Subtotal	\$27,962		204	10	16	24	90	26			38
Task 4: Evaluation of Housing Constraints	\$13,740		102	6	6	10	60				20
Task Subtotal	\$13,740		102	6	6	10	60				20
Task 5: Special Housing Needs Analysis	\$2,300		17	1	2		10				4
Task Subtotal	\$2,300		17	1	2		10				4
Task 6: Preservation of Assisted Units	\$3,140		25	1	2		18				4
Task Subtotal	\$3,140		25	1	2		18				4
Task 7: Housing Goals, Policies and Implementation Programs											
Task 7.1 Housing Goals, Policies, and Quantified Objectives	\$6,040		42	2	6	6	20				8
Task 7.2 Housing Element Documents	\$10,240		78	4	10	6	40	6	6		6
Task Subtotal	\$16,280		120	6	16	12	60	6	6		14
Task 8: Environmental Review											
Admin. Draft ND/MND	\$6,470		52	2	4	6	40				
Public Review Draft ND/MND	\$3,918		30	2	4	4	14		6		
Final ND/MND	\$4,196		32	2	4	4	20		2		
Task Subtotal	\$14,584		114	6	12	14	74		8		
Task 9: Public Outreach and Public Hearings											
Public Outreach (1 workshop and online engagement)	\$4,950	\$1,085	32	6	10		16				
Public Hearings (2)	\$6,150	\$340	36	8	10		8				10
Task Subtotal	\$6,150	\$1,425	36	8	10		8				10
Task 10: HCD Review	\$7,580		40	8	20						12
Task Subtotal	\$7,580		40	8	20						12
Project Management	\$13,760	\$170	82	10	40					16	16
Task Subtotal	\$13,760	\$170	82	10	40					16	16
SUBTOTAL COST	\$ 129,676	\$ 1,595	841	\$ 12,540	\$ 24,960	\$ 13,300	\$ 40,820	\$ 3,584	\$ 1,232	\$ 1,200	\$ 21,440

Direct Cost Detail

Vehicle Costs	\$ 595
Printing Costs (3 workshops/hearings)	\$ 1,000
Administrative Costs	\$ 3,216
Subtotal Additional Costs:	\$ 4,811

Professional Services - are based on Rincon's standard fee schedule and labor classifications. The above is provided as an estimate of Rincon's effort per task. Rincon may reallocate budget between staff and tasks, as long as the total contract price is not exceeded.

Summary

Professional Fees Subtotal	\$129,676
Direct Costs Subtotal	\$4,811
TOTAL PROJECT BUDGET	\$ 134,487

<i>OPTIONAL TASK: Additional Public Engagement</i>											
Public Outreach (2 workshops)	\$10,586	\$1,750	70	12	20		30	8			
Spanish Translation Services (2 workshops)	\$4,900		28			28					
	\$15,486	\$1,750	98	12	20	28	30	8			
TOTAL COST (PROJECT + OPTIONAL TASK)	\$ 151,723										

Professional, Technical and Support Personnel*	Hourly Rate
Principal II	\$240
Director II	\$240
Principal I	\$220
Director I	\$220
Senior Supervisor II	\$205
Supervisor I	\$195
Senior Professional II	\$175
Senior Professional I	\$160
Professional IV	\$145
Professional III	\$130
Professional II	\$115
Professional I	\$105
Associate III	\$95
Associate II	\$90
Associate I	\$82
Project Assistant	\$75
Senior GIS Specialist	\$140
GIS/CADD Specialist II	\$125
GIS/CADD Specialist I	\$112
Technical Editor	\$112
Production Specialist	\$88
Clerical	\$75

*Professional classifications include environmental scientists, urban planners, biologists, geologists, marine scientists, GHG verifiers, sustainability experts, cultural resources experts and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$350.

Reimbursable Expenses

Direct Cost	Rates
Photocopies – Black and White	\$0.20 (single-sided) & \$0.36 (double-sided)
Photocopies – Color	\$1.50 (single-sided) & \$3.20 (double-sided)
Photocopies – 11 x 17	\$0.50 (B&W) & \$3.20 (color)
Oversized Maps	\$8.00/square foot
Digital Production	\$15/disc and \$20/flash drive
Light-Duty and Passenger Vehicles*	\$85/day
4WD and Off-Road Vehicles*	\$135/day

* \$0.65/mile for mileage over 50 and for all miles incurred in employee-owned vehicles.

Other direct costs associated with the execution of a project, that are not included in the hourly rates above, are billed at cost plus 15%. These may include, but are not limited to, laboratory and drilling services, subcontractor services, authorized travel expenses, permit charges and filing fees, mailings and postage, performance bonds, sample handling and shipment, rental equipment and vehicles other than covered by the above charges.

Payment Terms – All fees will be billed to Client monthly and shall be due and payable upon receipt. Invoices are delinquent if not paid within 10 days from receipt.

ADD SERVICE 1:

Task	Approved Budget	Proposed Cost Estimate	Difference
10 HCD Review	\$5,660	\$20,660	+\$15,000
Project total	\$151,723	\$166,723	+\$15,000

ADD SERVICE 2:

Task	Approved Budget	First Amendment Budget	Proposed Cost Estimate (Second Amendment)	Difference (Second Amendment)
10 HCD Review	\$5,660	\$20,660	\$40,660	\$25,000
Project Total	\$151,723	\$166,723	\$191,723	\$25,000