

**AMENDMENT NO. 1 to AGREEMENT BETWEEN THE
TOWN OF PORTOLA VALLEY AND URBAN PLANNING PARTNERS**

This Amendment 1 ("Amendment") is made as of February ____, 2023, with respect to the Agreement ("Agreement") by and between the Town of Portola Valley ("Town") and Urban Planning Partners ("Consultant").

RECITALS

A. The Town and Consultant entered into the Agreement for Housing Element consulting services on July 14, 2021.

B. The Town and Consultant desire to modify the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, the Town and Consultant do hereby agree as follows:

1. Scope and Level of Services. The nature, scope and level of the specific services to be performed by Consultant are amended to include the following tasks set forth in Exhibit A-1 attached and incorporated.

2. Compensation. The compensation for services identified in Exhibit B of the Agreement is increased to \$444,572, plus a 15% contingency of \$48,085, for a total not to exceed amount of \$492,657 as described in Exhibit B attached and incorporated.

3. Agreement. Other than the amendment set forth herein, no other provisions of the Agreement are amended and all other provisions of the agreement are in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Amendment 1 as of the date set forth above.

TOWN OF PORTOLA VALLEY

URBAN PLANNING PARTNERS

By: _____
Mayor

By: _____
Lynette Dias, President

EXHIBIT A-1
(SCOPE AND LEVEL OF SERVICE)

The scope of work will be expanded for the Housing Element to include the following:

- Project Management and Coordination: contract planning support for up to six additional AHHEC meetings (up to six hours each) and weekly standing team meetings with the Town (completed)
- Sites Inventory: additional mapping and analysis for multiple Sites Inventory Scenarios
- Draft Housing Element: additional information gathering for the Needs Section (beyond what was provided in the ABAG data packets)
- Greater level of effort to prepare extensive "Affected Environment" and "Regulatory Setting" sections for each environmental topic
- Additional costs for subconsultants to prepare responses to comments
- Additional costs for preparing a Response to Comments document and attending additional Planning Commission and Town Council meetings

Conducting environmental analysis; preparing of required Initial Study/Mitigated Negative Declaration drafts, response to comments, and Mitigation Monitoring and Reporting Program; and providing Project Management for the environmental review

EXHIBIT B-1
(SCHEDULE OF PERFORMANCE/COMPENSATION)

Portola Valley Housing Element Update Budget Amendment

Service	Labor + Direct Costs	15% Contingency	Optional Task	Total
Housing Element	\$9 7,395	\$14,609	NA	\$112,004
IS/MND (CEQA)	\$223,175	\$33,476	\$6,600	\$263,251
Total	\$320,570	\$48,085	\$6,660	\$375,255

Housing Element

Hourly Rate:	Urban Planning Partners				
	Curtis Banks Project Director	Carla Violet Project Manager	Planner/ Support	Word Processing	Total
	\$225	\$210	\$125	\$130	
Task 1. Project Management and Coordination					
Weekly Team Meetings (24 mtgs/6 mos total)	24	40	8	-	\$ 14,800
Ad Hoc Committee Prep (6 mtgs)	10	48	12	-	\$ 13,830
Ad Hoc Committee Meeting Attendance (6 mtgs, 6 hrs)	20	36	-	-	\$ 12,060
TASK 1 SUBTOTAL	54	124	20	-	\$ 40,690
Task 2. Sites Inventory					
Admin Draft Sites Inventory Scenarios	16	24	25	-	\$ 11,765
Public Review Draft Sites Inventory Scenarios	8	16	12	-	\$ 6,660
TASK 2 SUBTOTAL	24	40	37	-	\$ 18,425
Task 3. Draft Housing Element					
Admin Draft Housing Element	12	36	24	8	\$ 14,300
Public Review Draft Housing Element	8	12	8	4	\$ 5,840
HCD Review Draft Housing Element	4	4	-	-	\$ 1,740
TASK 3 SUBTOTAL	24	52	32	12	\$ 21,880
Task 4. Final Draft, Final Adoption					
Final Draft Housing Element	12	24	12	4	\$ 9,760
Final Housing Element	6	18	10	2	\$ 6,640
TASK 4 SUBTOTAL	18	42	22	6	\$ 16,400
TOTAL LABOR ESTIMATE					
hours	120	258	111	18	
	27,000	54,180	13,875	2,340	\$ 97,395
RECOMMENDED CONTINGENCY					
15% Contingency - May only be used as authorized by client					\$ 14,609
TOTAL ESTIMATED FEE WITH CONTINGENCY					\$ 112,004

California Environmental Quality Act Services Fee Estimate

	Curtis Banks Principal-in-Charge	Carla Violet Associate Principal	Planner	Word Processing/Graphics	URBAN PLANNING PARTNERS TOTAL	BASELINE ENVIRONMENTAL TOTAL	FEHR & PEERS TOTAL	ENVIRONMENTAL COLLABORATIVE TOTAL	COGSTONE TOTAL	Team TOTAL
Hourly Rate:	\$225	\$210	\$165	\$130						
Initial Study/ Mitigated Negative Declaration										
Task A. Project Initiation										
1. Kick-off Meeting	2	2	-	-	\$ 870	\$ -	\$ -	\$ -	\$ -	\$ 870
2. Project Description	2	8	10	6	\$ 4,560	\$ -	\$ -	\$ -	\$ -	\$ 4,560
Subtotal for Task A	4	10	10	6	\$ 5,430	\$ -	\$ -	\$ -	\$ -	\$ 5,430
Task B. Conduct Environmental Analysis										
1. Land Use and Planning	2	4	16	4	\$ 4,450	\$ -	\$ -	\$ -	\$ -	\$ 4,450
2. Transportation	6	8	4	6	\$ 4,470	\$ -	\$ 35,700	\$ -	\$ -	\$ 40,170
3. Cultural and Tribal Cultural Resources	1	2	4	1	\$ 1,435	\$ -	\$ -	\$ -	\$ 17,825	\$ 19,260
4. Biological Resources	1	2	2	1	\$ 1,105	\$ -	\$ -	\$ 9,700	\$ -	\$ 10,805
5. Air Quality	1	2	2	1	\$ 1,105	\$ 7,800	\$ -	\$ -	\$ -	\$ 8,905
6. Geology and Soils	2	1	1	4	\$ 1,345	\$ 3,800	\$ -	\$ -	\$ -	\$ 5,145
7. Greenhouse Gas Emissions	2	2	2	1	\$ 1,330	\$ 6,500	\$ -	\$ -	\$ -	\$ 7,830
8. Hydrology and Water Quality	2	2	1	4	\$ 1,555	\$ 4,600	\$ -	\$ -	\$ -	\$ 6,155
9. Hazards and Hazardous Materials	2	2	1	4	\$ 1,555	\$ 4,500	\$ -	\$ -	\$ -	\$ 6,055
10. Noise	2	2	1	1	\$ 1,165	\$ 7,800	\$ -	\$ -	\$ -	\$ 8,965
11. Population/Housing	2	4	6	1	\$ 2,410	\$ -	\$ -	\$ -	\$ -	\$ 2,410
12. Public Services/Utilities/Recreation	4	10	24	2	\$ 7,220	\$ -	\$ -	\$ -	\$ -	\$ 7,220
13. Wildfire	4	10	8	4	\$ 4,840	\$ -	\$ -	\$ -	\$ -	\$ 4,840
14. Aesthetics	4	6	12	6	\$ 4,920	\$ -	\$ -	\$ -	\$ -	\$ 4,920
15. Other Topics (Ag, Mineral Resources, Energy)	-	2	6	-	\$ 1,410	\$ -	\$ -	\$ -	\$ -	\$ 1,410
16. Mandatory Findings of Significance	1	1	4	-	\$ 1,095	\$ -	\$ -	\$ -	\$ -	\$ 1,095
Subtotal for Task B	36	60	94	40	\$ 41,410	\$ 35,000	\$ 35,700	\$ 9,700	\$ 17,825	\$ 139,635
Task C. Prepare Environmental Document and MMRP										
1. Administrative Draft Document	8	12	14	10	\$ 7,930	-	-	-	-	\$ 7,930
2. Screencheck Draft Document	6	10	16	8	\$ 7,130	-	-	-	-	\$ 7,130
3. Public Review Draft Document	4	8	12	6	\$ 5,340	-	-	-	-	\$ 5,340
4. Admin Draft Response to Comments	6	8	16	4	\$ 6,190	5,000	7,700	-	-	\$ 18,890
5. Public Review Response to Comments	4	6	12	2	\$ 4,400	-	-	-	-	\$ 4,400
6. MMRP	-	4	6	4	\$ 2,350	-	-	-	-	\$ 2,350
Subtotal for Task C	28	48	76	34	\$ 33,340	\$ 5,000	\$ 7,700	\$ -	\$ -	\$ 46,040
Task D. Project Management										
1. Project Management	4	8	6	-	\$ 3,570	-	-	-	-	\$ 3,570
2. PC Public Hearing	8	8	-	-	\$ 3,480	-	3,600	-	-	\$ 7,080
3. TC Public Hearing	8	8	-	-	\$ 3,480	-	3,600	-	-	\$ 7,080
Subtotal for Task D	20	24	6	-	\$ 10,530	\$ -	\$ 7,200	\$ -	\$ -	\$ 17,730
Labor Subtotal	88	142	186	80		-	-	-	-	
Hours	\$ 19,800	\$ 29,820	\$ 30,690	\$ 10,400	90,710	\$ 40,000	\$ 50,600	\$ 9,700	\$ 17,825	\$ 208,835
DIRECT COSTS										
1. Printing and Misc. Direct Costs (assumes bulk of documents will be digital)					\$ 250					\$ 250
2. Cultural Records Requests and Mailings					\$ -				\$ 2,070	\$ 2,070
3. Subconsultant Mark-up (10%)					\$ 12,020					\$ 12,020
Direct Costs Subtotal					\$ 12,270	\$ -	\$ -	\$ -	\$ 2,070	\$ 14,340
Total (Labor + Direct Costs)	\$				\$ 102,980	\$ 40,000	\$ 50,600	\$ 9,700	\$ 19,895	\$ 223,175
CONTINGENCY										
15% contingency only to be used if authorized by client										\$ 33,476
OPTIONAL TASK										
1. Re-Run VTA Model and Prepare VMT Estimates (up to 2 more scenarios)					\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ 6,000
2. Subconsultant Mark-up (10%)					\$ 600					\$ 600
Total with Optional Task	\$				\$ 103,580	\$ 40,000	\$ 56,600	\$ 9,700	\$ 19,895	\$ 263,251

