

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20051788

1. ACTION REQUESTED/PURPOSE: Approve Change Order No. 2 to Clarion Associates, Contract 3088, under CN-05-05 AFFORDABLE HOUSING METHODOLOGY, in the amount of \$80,900.00. This Change Order was anticipated and funds are available. Also, authorize Chairwoman to execute Change Order on behalf of the Board.

2. WHAT ACTION ACCOMPLISHES: Expands the project scope to include a methodology for impacts of residential projects on affordable housing (in addition to commercial) and evaluation of additional policy issues such as inclusionary zoning as requested by the Board at its October M & P meeting.

3. MANAGEMENT RECOMMENDATION: Approve.

4. Departmental Category: 04 CYA		5. Meeting Date: 01-10-2006
6. Agenda: <input checked="" type="checkbox"/> Consent Administrative <input type="checkbox"/> Appeals Public <input type="checkbox"/> Walk-On	7. Requirement/Purpose: (specify) Statute Ordinance	
	<input checked="" type="checkbox"/> Admin. Code	AC-4-4
	Other	
		8. Request Initiated: Commissioner Department Community Development Division <i>M. Gibbs</i> By: Mary Gibbs, Director

9. Background:
On April 26, 2005, the Board approved the Professional Services Agreement award under CN-05-05 AFFORDABLE HOUSING METHODOLOGY, to Clarion Associates, Inc., for a contract amount of \$99,310.00.

Change Order No. 1 referenced titles and did not change monetary amounts.

On October 3, 2005, the Board discussed options recommended by Clarion at the Management and Planning meeting. The Board desired additional work be done which has resulted in this change order.

It is requested that that Change Order No. 2 be approved in the amount of \$80,900.00, for a total contract amount of \$180,210.00.

Funds are available in account string: GC5190315500.503190

10. Review for Scheduling:

Department Director	Purchasing or Contracts	Human Resources	Other	County Attorney	Budget Services	County Manager/P.W. Director
<i>M. Gibbs</i>	<i>[Signature]</i>			<i>[Signature]</i>	Analyst <i>[Signature]</i> Risk <i>[Signature]</i> Grants <i>[Signature]</i> Mgr. <i>[Signature]</i>	<i>[Signature]</i>
	<i>12/19</i>			<i>12/19/05</i>	<i>12-22-05</i>	<i>12/21/05</i>

11. Commission Action:

- Approved
- Deferred
- Denied
- Other

RECEIVED BY COUNTY ADMIN: <i>[Signature]</i>
DATE: <i>12/19/05</i>
COUNTY ADMIN FORWARDED TO: <i>[Signature]</i>
DATE: <i>12/22/05</i>

Rec. by CoAtty
Date: <i>12/19/05</i>
Time: <i>2:14pm</i>
Forwarded To: <i>[Signature]</i>
DATE: <i>12-19-05</i>

St. Cerny expressed concern over cases/conversions that need to be examined closely by staff and the Board, suggested the cases be earmarked to show true discretion is being used; and opined that in absence of a firm policy, it could be noted in the opinions and backup that this study is ongoing. Commissioner Albion suggested that any cases affecting the industrial base be brought to the Board with a recommendation from the Offices of Community Development and Economic Development. Ms. Gibbs suggested that if Staff does not feel that they can come up with a policy they will come back to the Board to request that they consider Smith v. Clearwater. Commissioner Albion suggested that the reason for a property to be changed out of the industrial zoning would be to meet certain criteria that it would be a better candidate for another zoning, and noted there would be no moratorium but a higher standard, a form of protection. The Board concurred.

2. AFFORDABLE HOUSING METHODOLOGY – POLICY ISSUES

The Board has hired a consultant to develop a “standardized” methodology to address the impacts of commercial development on affordable housing. The consultant has completed Phase I of the project and policy direction is needed. The consultant will present an overview of the policy issues.

OPTIONS:

1. Develop a standardized affordable housing methodology to evaluate DRI's
2. Develop a standardized affordable housing methodology to evaluate non-residential development above a specified size
3. Develop a standardized affordable housing methodology to evaluate residential and non-residential development
4. Evaluate linkage fee program
5. Evaluate inclusionary zoning program
6. Combination of above options

RECOMMENDATION:

Policy direction needed after consultant explains options.

Community Development Director Mary Gibbs asked for policy direction and then introduced Clarion Associates, Inc. representative Craig Richardson who closely followed his Power Point presentation (copy is on file in the Minutes Office), and outlined the options available. After the presentation, Commissioner Judah stated he supported all of the options, and recommended investigation of all options; and Commissioner Janes agreed that maybe two or more options combined could work. Mr. Richardson stated that the scope of the study was focused more on non-residential impacts and communities investigated in other cities, that it was a comprehensive study, and that amendments would have to be made to make it work in Lee County. Senior Planner Gloria Sajgo stated that the Affordable Housing Committee recommended a methodology to include both residential and commercial developments, as well as inclusionary zoning policies. Commissioner Albion voiced his concern that Lee County has grown on the backbone of small businesses and now national companies are coming in because of the low risks, and that it might be more difficult/expensive for small businesses to operate here. Mr. Richardson confirmed the concerns as being legitimate; and Commissioner Albion stressed that Development of Residential Impacts (DRI) have certain responsibilities that other land use changes don't have, and expressed the need to find ways for small businesses to have exemptions. Commissioner St. Cerny stated that the Horizon Council recently formed a task force sub-committee to find work force housing, and noted it was a universal problem affecting communities and school districts. Commissioner Hall stated she was in favor of expanding the study base to include residential and the five municipalities, and added that the fees for building would be not as hard as finding affordable land. At the request of Commissioner Judah, Commissioner Hall confirmed her support of Option No. 6. Ms. Gibbs reminded the Board that a change order would be needed if the scope of work was to be amended, and the time frame would need to be extended to allow for a survey if residential is included. In reply to Commissioner Janes on how standardizing methodology on affordable housing would work, Ms. Gibbs explained it would work like a linkage fee; a large project permit request is received to develop a certain amount of units and mitigate an amount to offset effects. Mr. Richardson stated the questions that arose were: how many employees would the non-residential generate, how many employees are needed to support the residential units, and how the survey needs to be done in terms of construction and service support to homes; and also noted that second homeowners/snowbird residents require more services than permanent homeowner communities. In response to Board discussion, Ms. Gibb stated this issue would be going through the Affordable Housing Committee and the Horizon Council. General discussion followed, during which Commissioner Judah stated his disappointment in the million dollars set aside several years ago in the Community Land Trust Program; and suggested that the Board should consider adding more to balance escalating costs in land and construction. Commissioner Albion emphasized creative solutions need to be found soon. Ms. Sajgo reminded the Board of the work with Economic Development Director Regina Smith in looking at forming a Task Force and encouraging employer assisted housing through incentives. Citing a round table group of former CEO's in Bonita

Springs, Commissioner Albion pointed out that the expertise of individuals willing to contribute is invaluable. Commissioner Hall expressed caution on creating another group; questioned if there was a way to add these experts to the existing groups; and agreed with Commissioner Judah that there is a need to keep the Trust Fund open, look at the options, and invite those with expertise to participate by contacting Ms. Smith. In response to Commissioner Judah's concern that the commitment to the Community Land Trust fund might be abandoned, Ms. Gibb confirmed that it was being included in the option the consultant had suggested; to look at additional dedicated sources of funding and bring it back to the Board.

3. SHORT-TERM AND LONG TERM TRANSPORTATION NEEDS

Accept the report on upcoming transportation needs, identify other needs and/or potential revenue sources.

RECOMMENDATION:

Accept the report.

Lee County DOT Deputy Director David Loveland reviewed a summary of short term/long term needs contained in the backup material (copy is on file in the Minutes Office), and added that new tolls might be instituted in the future and have not been accounted for in this survey. In answer to Commissioner Judah's concern that given the overwhelming needs, lack of funding, and escalating real estate/construction costs, should impact fees be reviewed every year; Mr. Loveland opined that everything would level off eventually and a review every three years would be enough. In response to Commissioner Judah's inquiry, Mr. Loveland stated that previous Board direction denied fronting funds for the connection between Corkscrew and San Carlos, but to wait and see if the Florida Department of Transportation (FDOT) was successful in getting a SIB loan to advance the project of 6-laning US 41 from Corkscrew Road to San Carlos Road. In response to Commissioner Albion's comments concerning Del Prado Boulevard, Mr. Loveland explained Del Prado Boulevard was under the County in the late 60's or early 70's, before the City of Cape Coral was incorporated. In reply to Commissioner Hall's inquiry, Mr. Loveland explained that this topic is an aspect of the next agenda item; and noted that Lee County has hired a consultant to assist in defining criteria to determine what should or should not be a County road.

4. DEL PRADO ALTERNATIVES PUBLIC INPUT FROM 8/30/05 PUBLIC HEARING

Staff will present to the Board the two alignments analyzed, as well as the potential alignment not included in the study, and seek Board direction and comments.

OPTIONS:

- Proceed with study utilizing the two remaining alignments and minimizing the impact of Prairie Pines Preserve.
- Revise alignments studied to include public option. Bisects Preserve in two places.

RECOMMENDATION:

Proceed with study utilizing the two remaining alignments.

DOT Engineer and Project Manager Don DeBerry presented several alignments studied (copy is on file in the Minutes Office) and the public input reaction of putting the road in their backyard was not welcomed; and stated that staff made the right choice by not including the extension to go through the Prairie Pines Preserve which would intersect twice and cause impacts, but also seeking direction how far to extend; presently ending just east of I-75, to avoid issues, or include the study to extend east of State Road 31. Mr. DeBerry also stated that some jurisdictions are hard to define, as some roads start in a city and proceed out of the city; and noted additional data will be collected on that particular category of roadway to bring back to the December Management and Planning meeting. With regard to the City of Cape Coral, Mr. DeBerry informed that data collection needs to be shared with the City. At the request of Commissioner Albion, Mr. Loveland stated that impact fees collected are spent by Cities toward road improvements. Commissioner Albion pointed out that cities get the full share, yet the County has the burden to improve or widen City roads out of unincorporated funds, while money generated from those improvements stay in the City coffers. Commissioner Hall referred to two variations on the extension east of I-75 and asked about the impact it would generate; Mr. DeBerry clarified one variation stays entirely on one person's property that also has a borrow pit which would have to be filled at a substantial cost, and the other would stay away from the pond but would impact eight (8) homes along that street; and noted either way they would be impacted with a road behind them or through them and the cost would be equal. In response to Commissioner Hall's inquiry of what the homeowners' consensus was, Mr. DeBerry opined that several homeowners were in favor of selling their property, though it was not the majority of the

LEE COUNTY PROFESSIONAL SERVICE/SERVICE PROVIDER AGREEMENT
CHANGE ORDER/SUPPLEMENTAL TASK AUTHORIZATION

X Change Order
Supplemental Task Authorization

NO.: 2

(A Change Order or Supplemental Task Authorization Requires Approval by the Department Director for Expenditures Under \$25,000 or Approval by the County Manager for Expenditures Between \$25,000 and \$50,000 or Approval by the Board of County Commissioners for Expenditures over \$50,000)

CONTRACT/PROJECT NAME: AFFORDABLE HOUSING METHODOLOGY

CONSULTANT: CLARION ASSOCIATES

PROJECT NO.: _____

SOLICIT NO.: CN-05-05

CONTRACT NO.: 3088

ACCOUNT NO.: _____

REQUESTED BY: LEE COUNTY

DATE OF REQUEST: 11/21/05

Upon the completion and execution of this Change Order or Supplemental Task Authorization by both parties the Consultant/Provider is authorized to and shall proceed with the following:

EXHIBIT "CO/STA-A: SCOPE OF PROFESSIONAL SERVICE: DATED: 11/21/05

EXHIBIT "CO/STA-B: COMPENSATION & METHOD OF PAYMENT: DATED: 11/21/05

EXHIBIT "CO/STA-C: TIME AND SCHEDULE OF PERFORMANCE: DATED: 11/21/05

EXHIBIT "CO/STA-D: CONSULTANT'S/PROVIDERS ASSOCIATED
SUB-CONSULTANT(S)/SUB-CONTRACTORS: DATED: 11/21/05

EXHIBIT "CO/STA-E: PROJECT GUIDELINES AND CRITERIA: DATED: 11/21/05

It is understood and agreed that the acceptance of this modification by the CONSULTANT/PROVIDER constitutes an accord and satisfaction.

RECOMMENDED:

By: _____
Department Director Date

By: [Signature] 12/18/05
Contracts Mgmt Date

APPROVED:

By: _____
*County Attorney's Office Date

*County Attorney signature needed
for over Board level expenditures only.

CMO:023:09/25/01

ACCEPTED:

By: [Signature]
Consultant/Provider
(Print Name) Clay Edwards

Date Accepted: 12/3/05
Corporate Seal

COUNTY APPROVAL:

By: _____
Department Director
(Print Name) _____
(Under \$25,000)

Date Approved: _____

By: _____
County Manager (Between
(\$25,000 and under \$50,000)
Date Approved: _____

By: _____
Chairman
Board of County Commissioners
Date Approved: _____

Date: 11/21/05

SCOPE OF PROFESSIONAL SERVICES

for CN-05-05 AFFORDABLE HOUSING METHODOLOGY

SECTION 1.00 CHANGE(S) TO PROFESSIONAL SERVICES

The "Scope of Professional Services" as set forth in Exhibit "A" of the Professional Services Agreement, or Service Provider Agreement, referred to hereinbefore is hereby supplemented, changed or authorized, so that the CONSULTANT or SERVICE PROVIDER, shall provide and perform the following professional services, tasks, or work as a supplement to, change to, or authorized to, the scope of services previously agreed to and authorized:

PHASE TWO: IMPLEMENTATION –

TASK 3A: SURVEY TO EVALUATE THE EMPLOYMENT IMPACTS ASSOCIATED WITH THE OPERATIONS AND MAINTENANCE OF HOMES IN LEE COUNTY

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In Task 4, Provider will conduct a survey of homeowners in Lee County to determine the employment associated with the operations and maintenance of homes in Lee County. This survey will provide sufficient data to establish the statistical basis for developing an affordable housing mitigation program to determine the need for affordable housing created by new residential developments, and an affordable housing mitigation program, if deemed appropriate. Homeowners will be identified through an analysis of the Lee County Property Appraiser database based on owner mailing addresses. It is expected that Provider will select a stratified random sample of homeowners on the basis of home square footage, making sure to have an adequate sample size in all home size ranges. Homeowners would be contacted via a mailback survey.

The survey will gather data on the expenditures and/or employment by homeowners for the maintenance and operations of their homes. Specifically, the survey will probe the use of various housing services providers (e.g. homeowners associations, property management firms, caretakers, direct household employees, etc.), as well as the types of services contracted (e.g. maintenance, cleaning, security, rental management, etc.), and the economic activity associated with each (e.g. spending, employment). From this data, Provider will calculate the number of jobs associated with home operations and upkeep. Additionally, in the instance of homes used seasonally or occasionally as "second homes" the survey will probe personal general expenditure patterns by the owner while in residence. These expenditure questions will be asked in terms that allow comparisons of second homeowners' spending when in residence compared to their primary home.

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The survey will also gather a variety of data on housing characteristics (e.g. square footage), home usage patterns (e.g. second home for owner, short-term rental, long-term rental, permanent home owner, etc.), and demographics, for purposes of segmentation, regression analysis, correlation, and general understanding of the need residential homeowners have for support and operations personnel. Additionally, research will be conducted, using secondary sources, on the economic impacts associated with the use of homes as vacation rentals (e.g. visitor travel spending).

After completion of the survey, Provider will prepare a written report and statistical analysis to support the results and inform discussions of a methodology for a residential affordable housing component. It should be noted that this analysis will not address construction-related employment, but rather focus on the ongoing operations and maintenance of homes. The need for construction related support services will occur during preparation of the Support Study.

Upon completion of the survey report, Chris cares of RRC will be available to present the results to the Advisory Committee and the Board of County Commissioners at a work session, which will be mutually agreed upon between County and Provider.

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TASK 3A : SURVEY TO EVALUATE THE EMPLOYMENT IMPACTS ASSOCIATED WITH THE OPERATIONS AND MAINTENANCE OF HOMES IN LEE COUNTY

Provider:

- Survey of Residential Homeowners in Lee County regarding operations and maintenance of homes

County Staff:

- Provide copy of Property Appraisers' Data Base
- Review and comment on Survey Results
- Provide Employer Address File (detailed employer database for analysis purposes)
- If determined appropriate, provide Cover Letter for mail out survey

Trips

One, two-day trip to Lee County to present survey results to Advisory Committee and elected officials

Schedule

Completed by April 10, 2006.

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TASK 4: RESPONSIBILITIES AND WORK PRODUCT¶

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TASK 4: SUPPORT STUDY (Adding Residential Component)

A. Draft Support Study

The Support Study will be used to provide the technical support for the affordable housing mitigation program imposed on commercial and residential development. (The residential component will address the impacts from both construction and operation and maintenance employees.) It will use and refine the methodology agreed to in Phase One, calculate appropriate mitigation, and explain how mitigation will be administered.

More specifically, after direction regarding the appropriate approach and methodology to use in Task 3, Provider will prepare The Support Study to support the mitigation program for both

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County Staff:¶
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Trips¶
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Completed by ¶

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commercial and nonresidential development. It will require close coordination with the legal review, needs analysis, and methodological approach embraced in the Policy Memorandum/Needs Analysis. The analysis conducted in The Support Study will include several components:

- The establishment of a level of service standard and housing goal that identifies the amount and number of employees that will be provided housing, and the quality of affordable housing that will be provided under the program;
- A needs analysis, demonstrating that persons employed by the businesses (commercial development) in Lee County have a need for affordable housing, consistent with the established goals;
- A needs analysis, demonstrating that persons providing services to residential development (construction employees and operations and maintenance employees) have a need for affordable housing in Lee County.
- An inventory of affordable housing, which will assist in evaluating current conditions;
- A forecast of the demand for affordable housing from future commercial and residential development;
- A section demonstrating the nexus or linkages between new commercial development (by type) and affordable housing needs (employees per 1,000 square feet of development) and the amount of housing that needs to be subsidized to make the housing affordable; and
- A section outlining and providing a management structure about the form and types of mitigation that should occur under the program (e.g., construction of units, dedication of land for affordable housing, conversion of units to affordable housing, in-lieu fees, etc.).

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B. Revised Support Study

After completion of a draft of The Support Study, it will be circulated to County staff for review and comment. Subsequently, Provider will conduct a conference call with County staff to receive comments and reach consensus about revisions to the draft Support Study, and then make the agreed upon changes.

TASK 4: RESPONSIBILITIES AND WORK PRODUCT	
Provider:	
• Draft Support Study	
• Revise Support Study, based on comments from County staff	
County Staff:	
• Review Support Study and provide written comments	
Trips	
None	
Schedule	
Completed by <u>April 28, 2006</u>	

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TASK 4A: MEMORANDUM ON ADDITIONAL POLICY ISSUES

A. Draft Memorandum on Additional Policy Issues

Concurrent with completion of Task 4, Provider will prepare a Memorandum on Additional Policy Issues. The Additional Policy Issues Memorandum is a response to several issues that arose at the Policy Memorandum/Needs Analysis Work Session discussions with the Affordable Housing Committee and the Board of County Commissioners. This Memorandum will include sections addressing:

- Optional development incentives that could be included as part of the affordable housing mitigation program;
- Background information and options for the administration of the affordable housing mitigation program; and
- Optional sources of public funding that can be utilized for the development of affordable housing.

The Memorandum will present to the Lee County Affordable Housing Committee and the Board of County Commissioners the policy options available to provide direction for the Affordable Housing Mitigation Implementation Legislation.

B. Revise Memorandum on Additional Policy Issues

After completion of a draft of the Additional Policy Issues Memorandum, it will be circulated to County staff for review and comment. Subsequently, Provider will conduct a conference call with County staff to receive comments and reach consensus about revisions to the draft Memorandum, and then make the agreed upon changes.

TASK 4A: RESPONSIBILITIES AND WORK PRODUCT

Provider:

- Draft Memorandum on Additional Policy Issues
- Revise Memorandum, based on comments from County staff

County Staff:

- Review Memorandum and provide written comments

Trips

None

Schedule

Completed by April 28, 2006

TASK 4B: Work Sessions on Support Study and Additional Policy Issues Memorandum

After County staff review and comment on Support Study and Additional Policy Issues Memorandum and revisions by Provider, Provider will be available to conduct two (2) different sets of meetings with the Advisory Committee and/or the Board of County Commissioners to discuss the Support Study and Additional Policy Issues Memorandum. After a discussion and dialogue on the Support Study and Additional Policy Issues Memorandum, Provider will receive direction on the appropriate approach for developing the Implementation Legislation from the County.

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TASK 4B: RESPONSIBILITIES AND WORK PRODUCT

Provider:

- Conduct two different work sessions on Support Study and Additional Policy Issues Memorandum with Advisory Committee and/or Board of County Commissioners; receive input and direction

County Staff:

- Organize work sessions with Advisory Committee and/or Board of County Commissioners

Trips

- Two, two-day trips to Lee County to meet with Advisory Committee and/or Board of County Commissioners on Support Study and Additional Policy Issues Memorandum.

Schedule

Completed during May 2006.

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COMPENSATION AND METHOD OF PAYMENT

for CN-05-05 AFFORDABLE HOUSING METHODOLOGY

SECTION 1.00 CHANGE(S) IN COMPENSATION

The compensation the CONSULTANT, or SERVICE PROVIDER, shall be entitled to receive for providing and performing the supplemented, changed or authorized services, tasks, or work as set forth and enumerated in the Scope of Services set forth in this CHANGE ORDER OR SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", attached hereto shall be as follows:

NOTE: A Lump Sum (L.S.) or Not-to-Exceed (N.T.E.) amount of compensation to be paid the CONSULTANT should be established and set forth below for each task or sub-task described and authorized in Exhibit "S/COA-A". In accordance with Professional Services Agreement Article 5.03(2) "Method of Payment", tasks to be paid on a Work-in-Progress payment basis should be identified (WIPP).

Task Number	Task Title	Amount of Compensation	Indicate Basis of Compensation LS or NTE	If Applicable Indicate (W.I.P.P.)
3A	Residential Survey	\$35,860.00	LS	
4	Support Study (Adding Residential Component)	\$16,260.00	LS	
4A	Memorandum on Additional Policy Issues	\$12,290.00	LS	
4B	Work Session on Support Study and Additional Policies	\$16,490.00	LS	
TOTAL		\$80,900.00	LS	

(Unless list is continued on next page)

CHANGE ORDER AGREEMENT No.
or
X SUPPLEMENTAL TASK AUTHORIZATION No. 2

SECTION 2.00 SUMMARY OF CHANGE(S) IN COMPENSATION

Pursuant to and in consideration of the change(s) in the Scope of Professional Services set forth in the CHANGE ORDER or AGREEMENT, Exhibit "CO/STA-A", the compensation the COUNTY has previously agreed to pay to the CONSULTANT, or SERVICE PROVIDER, as set forth in Exhibit "B" of the Professional Services Agreement, or Service Provider Agreement, shall be changed to be as follows:

Section/Task Number	Section/Task Name	Compensation In the Basic Agreement	Adjustment(s) by Previous CO or STA Nos. <u>0-1</u>	Adjustment(s) Due to this CO or STA	Summary of Changed Compensation
	Original Contract Amount	\$99,310.00		\$0.00	\$99,310.00
C.O. #1	Title Addition / Change from NTE amount to LS			\$0.00	\$ 0.00
CO #2	Additional Services			\$80,900.00	\$ 80,900.00
TOTAL		\$99,310.00		\$80,900.00	\$180,210.00

X CHANGE ORDER AGREEMENT No. 2

SUPPLEMENTAL TASK AUTHORIZATION No. _____

EXHIBIT "CO/STA-D"

Date: 11/21/05

CONSULTANT'S, OR SERVICE PROVIDER'S, ASSOCIATED SUB-CONSULTANT(S) AND SUBCONTRACTOR(S)

for CN-05-05 AFFORDABLE HOUSING METHODOLOGY

CONSULTANT, or SERVICE PROVIDER, intends to engage the following sub-consultant(s) and/or sub-contractor(s) to assist the CONSULTANT, or SERVICE PROVIDER, in providing and performing the services, tasks, or work required under this CHANGE ORDER, or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT.

(If none, enter the word "none" in the space below.)

Service and/or Work to be Provided or Performed	Name and Address of Individual or Firm	Disadvantaged, Minority or Women Business Enterprise, (If Yes, Indicate Type)			Sub-Consultant Services are Exempted from Prime Consultant's Insurance Coverage	
		Yes	No	Type	Yes	No
	No Change					

X CHANGE ORDER AGREEMENT No. 2

SUPPLEMENTAL TASK AUTHORIZATION No. _____
or

EXHIBIT "CO/STA-E"

Date: 11/21/05

PROJECT GUIDELINES AND CRITERIA

for CN-05-05 AFFORDABLE HOUSING METHODOLOGY

As a supplement, or change, to the Project Guidelines and Criteria set forth in the Professional Services Agreement, or Service Provider Agreement, Exhibit "E", the COUNTY has established the following Guidelines, Criteria, Goals, Objectives, Constraints, Schedule, Budget, and/or Requirements which shall serve as a guide to the CONSULTANT, or SERVICE PROVIDER, in performing the professional services, tasks, or work to be provided pursuant to the professional services set forth hereinbefore in CHANGE ORDER or SUPPLEMENTAL TASK AUTHORIZATION AGREEMENT, Exhibit "CO/STA-A", attached hereto:

(If none, enter the word "None" in the space below.)

Task 3A – Residential Survey

Task 4 – Support Study (Adding Residential Component)

Task 4A – Memorandum on Additional Policy Issues

Task 4B – Work Session on Support Study and Additional Policy Issues

CMO:029
09/25/01