

SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: September 15, 2005
Department Name: County Executive Office
Department No.: 990
Agenda Date: October 4, 2005
Placement: Admin
Estimate Time:
Continued Item: No
If Yes, date from:

TO: Redevelopment Agency Board of Directors

FROM: Michael F. Brown, Executive Director, Redevelopment Agency
Robert Geis, Treasurer, Redevelopment Agency

STAFF CONTACT: Terri Maus-Nisich, Assistant County Executive Officer
Jamie Goldstein, Deputy Director, Redevelopment Agency (x 8050)

SUBJECT: Isla Vista Master Plan contract

Recommendation:

That the County of Santa Barbara Redevelopment Agency Board of Directors:

Authorize the Chair to execute a \$201,800 contract (Attachment 1) with P&D Consultants to complete the documents and public hearings necessary for consideration of the Isla Vista Master Plan.

Alignment with Board Strategic Plan:

The recommendation is aligned with our organizational values regarding collaboration and partnering and our strategic goal to provide a high quality of life for all residents. Specifically:

- Goal #4: A Community that is Economically Vital and Sustainable
- Goal #6: A County Government that is Accessible, Open and Citizen Friendly

Background:

In 1990, the Santa Barbara County Board of Supervisors adopted the Isla Vista Redevelopment Plan thereby establishing the Isla Vista Redevelopment Project Area. The primary Plan goals were to remedy, remove and prevent physical blight and economic obsolescence; encourage housing rehabilitation; develop public infrastructure improvements; increase open space; protect environmentally sensitive areas; address infrastructure issues; and construct public facilities.

Since 2000 staff has worked with the community, the Isla Vista Project Area Committee/General Plan Advisory Committee, the University of California Santa Barbara, and Isla Vista Recreation and Parks District signed a memorandum of understanding to fund the development of the Isla Vista Master Plan. In 2003 the Board of Supervisors directed staff to initiate CEQA review of the draft Master Plan.

The draft Master Plan identifies specific regulatory changes for Isla Vista that will update the existing Countywide Comprehensive Plan for the Isla Vista area. In addition, the draft Master Plan identifies infrastructure improvement projects necessary for community revitalization.

Scope of Work

The scope of work (Attachment 1) with P&D Consultants outlines the steps necessary to bring consideration of draft Master Plan, and the associated regulatory changes, through the adoption process. The proposed scope of work has been broken into six phases. Those phases only include the legally mandate steps necessary to enact the changes to zoning and policy identified in the draft Master Plan. The following table outlines the project steps and depicts how this contract integrates with the previous work efforts.

Master Plan Process

	Project Phase	Date
<i>Completed tasks</i>	Initial PAC/GPAC Meetings	Winter 2002
	Community Design Workshop	Spring 2002
	PAC/GPAC Issue Meetings	Spring 2002 - Winter 2003
	Working Draft Master Plan Publication and PAC/GPAC Review	Spring 2003
<i>Proposed contract with P&D Consulting</i>	Environmental Review of Plan	Summer/Fall 2005
	Zoning Code and LCP Changes Preview	Fall 2005
	County Planning Commission Workshop/Hearings	Winter 2005/06
	County Board of Supervisors Hearings and Plan Adoption	Spring 2006
	Local Coastal Plan Amendment	Summer 2006 - 2007

Mandates and Service Levels:

If adopted in its current form, the Master Plan will necessitate amendments to the County’s general plan. State law requires local agencies to maintain and update their general plan. State law requires that these updates include citizen and community group participation. This contract provides for legally required citizen and community input into the Master Plan adoption process through public hearings at the Isla Vista Project Area Committee, the Planning Commission, and your Board. There are no anticipated changes in County services.

Consistency with Work Program:

The Isla Vista Master Plan adoption project is included in Agency’s FY 05/06 work program, which was reviewed and approved by your Board on August 16, 2005.

Fiscal and Facilities Impacts:

The Redevelopment Agency’s FY 05/06 budget includes \$150,000 toward the implementation of this contact. As the contract will be phased over two fiscal years, it is anticipated that the remaining \$51,800 will be included in the proposed FY 06/07 Agency budget.

When adopted, the Master Plan is anticipated to guide significant private sector investment in the Isla Vista. This contract should have no additional fiscal or facilities impacts. In previous fiscal years, project partners, University of California Santa Barbara and Isla Vista Recreation and Parks District, have contributed more than \$400,000 toward the preparation of the Master Plan.

Special Instructions:

Clerk of the Board to forward minute order to Redevelopment Agency; Attn: Jamie Goldstein.

Concurrence:

N/A

6. **INDEPENDENT CONTRACTOR.** CONTRACTOR shall perform all of its services under this Agreement as an independent contractor and not as an employee of AGENCY. CONTRACTOR understands and acknowledges that it shall not be entitled to any of the benefits of an AGENCY employee, including but not limited to vacation, sick leave, administrative leave, health insurance, disability insurance, retirement, unemployment insurance, workers' compensation and protection of tenure.

7. **STANDARD OF PERFORMANCE.** CONTRACTOR represents that it has the skills, expertise, and licenses/permits necessary to perform the services required under this Agreement. Accordingly, CONTRACTOR shall perform all such services in the manner and according to the standards observed by a competent practitioner of the same profession in which CONTRACTOR is engaged. All products of whatsoever nature, which CONTRACTOR delivers to AGENCY pursuant to this Agreement, shall be prepared in a first class and workmanlike manner and shall conform to the standards of quality normally observed by a person practicing in CONTRACTOR's profession. CONTRACTOR shall correct or revise any errors or omissions, at AGENCY'S request without additional compensation. Permits and/or licenses shall be obtained and maintained by CONTRACTOR without additional compensation.

8. **TAXES.** AGENCY shall not be responsible for paying any taxes on CONTRACTOR's behalf, and should AGENCY be required to do so by state, federal, or local taxing agencies, CONTRACTOR agrees to promptly reimburse AGENCY for the full value of such paid taxes plus interest and penalty, if any. These taxes shall include, but not be limited to, the following: FICA (Social Security), unemployment insurance contributions, income tax, disability insurance, and workers' compensation insurance.

9. **CONFLICT OF INTEREST.** CONTRACTOR covenants that CONTRACTOR presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed by CONTRACTOR.

10. **RESPONSIBILITIES OF AGENCY.** AGENCY shall provide all information reasonably necessary by CONTRACTOR in performing the services provided herein.

11. **OWNERSHIP OF DOCUMENTS.** Upon CONTRACTOR'S receipt of payment for services, AGENCY shall be the owner of the following items incidental to this Agreement upon production, whether or not completed: all data collected, all documents of any type whatsoever, and any material necessary for the practical use of the data and/or documents from the time of collection and/or production whether or not performance under this Agreement is completed or terminated prior to completion. CONTRACTOR shall not release any materials under this section except after prior written approval of AGENCY.

No materials produced in whole or in part under this Agreement shall be subject to copyright in the United States or in any other country except as determined at the sole discretion of AGENCY. AGENCY shall have the unrestricted authority to publish, disclose, distribute, and other use in whole or in part, any reports, data, documents or other materials prepared under this Agreement.

12. **RECORDS, AUDIT, AND REVIEW.** CONTRACTOR shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of CONTRACTOR's profession and shall maintain such records for at least four (4) years following the termination of this Agreement. All accounting records shall be kept in accordance with generally accepted accounting practices. AGENCY shall have the right to audit and review all such documents and records at any time during CONTRACTOR's regular business hours or upon reasonable notice.

13. **INDEMNIFICATION AND INSURANCE.** CONTRACTOR shall agree to defend, indemnify and save harmless the AGENCY and the County of Santa Barbara and to procure and maintain insurance in accordance with the provisions of EXHIBIT C attached hereto and incorporated herein by reference.

14. **NONDISCRIMINATION.** AGENCY hereby notifies CONTRACTOR that Santa Barbara County Unlawful Discrimination Ordinance (Article XIII of Chapter 2 of the Santa Barbara County Code) applies to this Agreement and is incorporated herein by this reference with the same force and effect as if the ordinance were specifically set out herein and CONTRACTOR agrees to comply with said ordinance.

15. **NONEXCLUSIVE AGREEMENT.** CONTRACTOR understands that this is not an exclusive Agreement and that AGENCY shall have the right to negotiate with and enter into contracts with others providing the same or similar services as those provided by CONTRACTOR as the AGENCY desires.

16. **ASSIGNMENT.** CONTRACTOR shall not assign any of its rights nor transfer any of its obligations under this Agreement without the prior written consent of AGENCY and any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.

17. **TERMINATION.**

A. **By AGENCY.** AGENCY may, by written notice to CONTRACTOR, terminate this Agreement in whole or in part at any time, whether for AGENCY's convenience or because of the failure of CONTRACTOR to fulfill the obligations herein. Upon receipt of notice, CONTRACTOR shall immediately discontinue all services effected (unless the notice directs otherwise), and deliver to AGENCY all data, estimates, graphs, summaries, reports, and all other records, documents or papers as may have been accumulated or produced by CONTRACTOR in performing this Agreement, whether completed or in process.

1. For Convenience. AGENCY may terminate this Agreement upon thirty (30) days written notice. Following notice of such termination, CONTRACTOR shall promptly cease work and notify AGENCY as to the status of its performance.

Notwithstanding any other payment provision of this Agreement, AGENCY shall pay CONTRACTOR for service performed to the date of termination to include a prorated amount of compensation due hereunder less payments, if any, previously made. In no event shall CONTRACTOR be paid an amount in excess of the full price under this Agreement nor for profit on unperformed portions of service. CONTRACTOR shall furnish to AGENCY such financial information as in the judgment of AGENCY is necessary to determine the reasonable value of the services rendered by CONTRACTOR. In the event of a dispute as to the reasonable value of the services rendered by CONTRACTOR, the decision of AGENCY shall be final. The foregoing is cumulative and shall not effect any right or remedy which AGENCY may have in law or equity.

2. For Cause. Should CONTRACTOR default in the performance of this Agreement or materially breach any of its provisions, AGENCY may, at AGENCY's sole option, terminate this Agreement by written notice, which shall be effective upon receipt by CONTRACTOR.

B. **By CONTRACTOR.** Should AGENCY fail to pay CONTRACTOR all or any part of the payment set forth in EXHIBIT B, CONTRACTOR may, at CONTRACTOR's option terminate this agreement if such failure is not remedied by AGENCY within thirty (30) days of written notice to AGENCY of such late payment.

18. **SECTION HEADINGS.** The headings of the several sections, and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.

19. **SEVERABILITY.** If any one or more of the provisions contained herein shall for any reason be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

20. **REMEDIES NOT EXCLUSIVE.** No remedy herein conferred upon or reserved to AGENCY is intended to be exclusive of any other remedy or remedies, and each and every such remedy, to the extent permitted by law, shall be cumulative and in addition to any other remedy given hereunder or now or hereafter existing at law or in equity or otherwise.

21. **TIME IS OF THE ESSENCE.** Time is of the essence in this Agreement and each covenant and term is a condition herein.

22. **NO WAIVER OF DEFAULT.** No delay or omission of AGENCY to exercise any right or power arising upon the occurrence of any event of default shall impair any such right or power or shall be construed to be a waiver of any such default or an acquiescence therein; and every power and remedy given by this Agreement to AGENCY shall be exercised from time to time and as often as may be deemed expedient in the sole discretion of AGENCY.

23. **ENTIRE AGREEMENT AND AMENDMENT.** In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

24. **SUCCESSORS AND ASSIGNS.** All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

25. **COMPLIANCE WITH LAW.** CONTRACTOR shall, at his sole cost and expense, comply with all County, State and Federal ordinances and statutes now in force or which may hereafter be in force with regard to this Agreement. The judgment of any court of competent jurisdiction, or the admission of CONTRACTOR in any action or proceeding against CONTRACTOR, whether AGENCY be a party thereto or not, that CONTRACTOR has violated any such ordinance or statute, shall be conclusive of that fact as between CONTRACTOR and AGENCY.

26. **CALIFORNIA LAW.** This Agreement shall be governed by the laws of the State of California. Any litigation regarding this Agreement or its contents shall be filed in the County of Santa Barbara, if in state court, or in the federal district court nearest to Santa Barbara County, if in federal court.

27. **EXECUTION OF COUNTERPARTS.** This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.

28. **AUTHORITY.** All parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with. Furthermore, by entering into this Agreement, CONTRACTOR hereby warrants that it shall not have breached the terms or conditions of any other contract or agreement to which CONTRACTOR is obligated, which breach would have a material effect hereon.

29. **PRECEDENCE.** In the event of conflict between the provisions contained in the numbered sections of this Agreement and the provisions contained in the Exhibits, the provisions of the Exhibits shall prevail over those in the numbered sections.

Agreement for Services of Independent Contractor between the **Santa Barbara County Redevelopment Agency** and **P&D Consultants**.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the date executed by AGENCY.

SANTA BARBARA COUNTY REDEVELOPMENT AGENCY

By: _____
Chair, Board of Directors

Date: _____

ATTEST:
MICHAEL F. BROWN
EXECUTIVE DIRECTOR

CONTRACTOR

By: _____
Deputy

By: _____
SocSec or TaxID Number: _____

APPROVED AS TO FORM:
STEPHEN SHANE STARK
AGENCY COUNSEL

APPROVED AS TO ACCOUNTING FORM:
ROBERT W GEIS, CPA
TREASURER

By: _____
Deputy Agency Counsel

By: _____
Deputy

APPROVED AS TO FORM:
RAY AROMATORIA,
RISK PROGRAM ADMINISTRATOR

By: _____
Risk Program Administrator

EXHIBIT A

STATEMENT OF WORK

EXHIBIT B

PAYMENT ARRANGEMENTS Periodic Compensation

- A. For CONTRACTOR services to be rendered under this contract, CONTRACTOR shall be paid a total contract amount, including reimbursable expenses and reserve fund, not to exceed **\$201,800**.
- B. Payment for services and /or reimbursement of costs shall be made upon CONTRACTOR's satisfactory performance, based upon the scope and methodology contained in **EXHIBIT A** as determined by AGENCY.
- C. Monthly, CONTRACTOR shall submit to the AGENCY DESIGNATED REPRESENTATIVE an invoice or certified claim on the County Treasury for the service performed over the period specified. These invoices or certified claims must cite the assigned Board Contract Number. AGENCY REPRESENTATIVE shall evaluate the quality of the service performed and if found to be satisfactory shall initiate payment processing. AGENCY shall pay invoices or claims for satisfactory work within 30 days of presentation.
- D. AGENCY's failure to discover or object to any unsatisfactory work or billings prior to payment will not constitute a waiver of AGENCY's right to require CONTRACTOR to correct such work or billings or seek any other legal remedy.
- E. REIMURSEABLE EXPENSES: AGENCY will reimburse CONTRACTOR for necessary expenses incurred on behalf of AGENCY (i.e. travel, copies, postage, supplies, long distance phone, etc.). Total reimbursed expenses will not exceed \$9,870.
- F. RESEVE FUND: CONTRACT requests a reserve fund of \$9,480 be established in the event AGENCY wishes to authorize services for unforeseen issues.

EXHIBIT C

STANDARD INDEMNIFICATION AND INSURANCE PROVISIONS for contracts REQUIRING professional liability insurance

INDEMNIFICATION

Indemnification pertaining to other than Professional Services:

CONTRACTOR shall defend, indemnify and save harmless the AGENCY and the County of Santa Barbara (hereafter "COUNTY"), their officers, agents and employees from any and all claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities arising out of this Agreement or occasioned by the performance or attempted performance of the provisions hereof; including, but not limited to, any act or omission to act on the part of the CONTRACTOR or his agents or employees or other independent contractors directly responsible to him; except those claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities resulting from the sole negligence or willful misconduct of the AGENCY or COUNTY.

CONTRACTOR shall notify the AGENCY immediately in the event of any accident or injury arising out of or in connection with this Agreement.

Indemnification pertaining to Professional Services:

CONTRACTOR shall indemnify and save harmless the AGENCY and COUNTY, their officers, agents and employees from any and all claims, demands, damages, costs, expenses (including attorney's fees), judgments or liabilities arising out of the negligent performance or attempted performance of the provisions hereof; including any willful or negligent act or omission to act on the part of the CONTRACTOR or his agents or employees or other independent contractors directly responsible to him to the fullest extent allowable by law.

CONTRACTOR shall notify the AGENCY immediately in the event of any accident or injury arising out of or in connection with this Agreement.

Without limiting the CONTRACTOR's indemnification of the AGENCY and COUNTY, CONTRACTOR shall procure the following required insurance coverages at its sole cost and expense. All insurance coverage is to be placed with insurers which (1) have a Best's rating of no less than A: VII, and (2) are admitted, or approved, insurance companies in the State of California. All other insurers require the prior approval of the AGENCY. Such insurance coverage shall be maintained during the term of this Agreement. Failure to comply with the insurance requirements shall place CONTRACTOR in default. Upon request by the AGENCY, CONTRACTOR shall provide a certified copy of any insurance policy to the AGENCY within ten (10) working days.

1. **Workers' Compensation Insurance:** Statutory Workers' Compensation and Employers Liability Insurance shall cover all CONTRACTOR's staff while performing any work incidental to the performance of this Agreement. The policy shall provide that no cancellation, or expiration or reduction of coverage shall be effective or occur until at least thirty (30) days after receipt of such notice by the AGENCY. In the event CONTRACTOR is self-insured, it shall furnish a copy of Certificate of Consent to Self-Insure issued by the Department of Industrial Relations for the State of California. This provision does not apply if CONTRACTOR has no employees as defined in Labor Code Section 3350 et seq. during the entire period of this Agreement and CONTRACTOR submits a written statement to the AGENCY stating that fact.

2. General and Automobile Liability Insurance: The general liability insurance shall include bodily injury, property damage and personal injury liability coverage, shall afford coverage for all premises, operations, products and completed operations of CONTRACTOR and shall include contractual liability coverage sufficiently broad so as to include the insurable liability assumed by the CONTRACTOR in the indemnity and hold harmless provisions of the Indemnification Section of this Agreement between AGENCY and CONTRACTOR. The automobile liability insurance shall cover all owned, non-owned and hired motor vehicles that are operated on behalf of CONTRACTOR pursuant to CONTRACTOR's activities hereunder. CONTRACTORS shall require all subcontractors to be included under its policies or furnish separate certificates and endorsements to meet the standards of these provisions by each subcontractor. AGENCY, COUNTY, their officers, agents, and employees shall be Additional Insured status on any policy. A cross liability clause, or equivalent wording, stating that coverage will apply separately to each named or additional insured as if separate policies had been issued to each shall be included in the policies. A copy of the endorsement evidencing that the policy has been changed to reflect the Additional Insured status must be attached to the certificate of insurance. The limit of liability of said policy or policies for general and automobile liability insurance shall not be less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Any deductible or Self-Insured Retention {SIR} over \$10,000 requires approval by the AGENCY.

Said policy or policies shall include a severability of interest or cross liability clause or equivalent wording. Said policy or policies shall contain a provision of the following form:

"Such insurance as is afforded by this policy shall be primary and non-contributory to the full limits stated in the declarations, and if the AGENCY or COUNTY has other valid and collectible insurance for a loss covered by this policy, that other insurance shall be excess only."

If the policy providing liability coverage is on a 'claims-made' form, the CONTRACTOR is required to maintain such coverage for a minimum of three years following completion of the performance or attempted performance of the provisions of this agreement. Said policy or policies shall provide that the AGENCY shall be given thirty (30) days written notice prior to cancellation or expiration of the policy or reduction in coverage.

3. Professional Liability Insurance. Professional liability insurance shall include coverage for the activities of CONTRACTOR's professional staff with a combined single limit of not less than \$1,000,000 per occurrence or claim and \$2,000,000 in the aggregate. Said policy or policies shall provide that AGENCY shall be given thirty (30) days written notice prior to cancellation, expiration of the policy, or reduction in coverage. If the policy providing professional liability coverage is on a 'claims-made' form, the CONTRACTOR is required to maintain such coverage for a minimum of three (3) years (ten years [10] for Construction Defect Claims) following completion of the performance or attempted performance of the provisions of this agreement.

CONTRACTOR shall submit to the office of the designated AGENCY representative certificate(s) of insurance documenting the required insurance as specified above prior to this Agreement becoming effective. AGENCY shall maintain current certificate(s) of insurance at all times in the office of the designated County representative as a condition precedent to any payment under this Agreement. Approval of insurance by AGENCY or acceptance of the certificate of insurance by AGENCY shall not relieve or decrease the extent to which the CONTRACTOR may be held responsible for payment of damages resulting from CONTRACTOR'S services of operation pursuant to the contract, nor shall it be deemed a waiver of AGENCY'S rights to insurance coverage hereunder.

In the event the CONTRACTOR is not able to comply with the AGENCY'S insurance requirements, AGENCY may, at their sole discretion and at the CONTRACTOR'S expense, provide compliant coverage.

The above insurance requirements are subject to periodic review by the AGENCY. The COUNTY's Risk Manager is authorized to change the above insurance requirements, with the concurrence of County Counsel, to include additional types of insurance coverage or higher coverage limits, provided that such change is reasonable based on changed risk of loss or in light of past claims against the AGENCY or COUNTY or inflation. This option may be exercised during any amendment of this Agreement that results in an increase in the nature of AGENCY's or COUNTY'S risk and such change of provisions will be in effect for the term of the amended Agreement. Such change pertaining to types of insurance coverage or higher coverage limits must be made by written amendment to this Agreement. CONTRACTOR agrees to execute any such amendment within thirty (30) days of acceptance of the amendment or modification.

Contract Summary Form:

Contract Number : _____-_____ - _____ - _____ - _____

Complete data below, print, obtain signature of authorized departmental representative, and submit this form (and attachments) to the Clerk of the Board (>\$100,000). If less than (<\$100,000) submit a Purchasing Requisition to the Purchasing Division of General Services. See "online purchasing manual" under General Services, Purchasing, Policies and Procedures. Form not applicable to revenue contracts.

- D1. Fiscal Year : FY
- D2. Budget Unit Number (plus -Ship/-Bill codes in paren's) :
- D3. Requisition Number..... :
- D4. Department Name : Redevelopment Agency
- D5. Contact Person : Jamie Goldstein
- D6. Phone..... : 884-8050

- K1. Contract Type (check one): Personal Service Capital Project/Construction
- K2. Brief Summary of Contract Description/Purpose : Isla Vista Master Plan adoption
- K3. Original Contract Amount : \$201,800
- K4. Contract Begin Date..... : November 15, 2005
- K5. Original Contract End Date : June 30, 2006
- K6. Amendment History (leave blank if no prior amendments):

<u>Seq#</u>	<u>EffectiveDate</u>	<u>ThisAmndtAmt</u>	<u>CumAmndtToDate</u>	<u>NewTotalAmt</u>	<u>NewEndDate</u>	<u>Purpose (2-4 words)</u>
		\$	\$	\$		

K7. Department Project Number:

- B1. Is this a Board Contract? (Yes/No)..... : Yes
- B2. Number of Workers Displaced (if any)..... : 2
- B3. Number of Competitive Bids (if any) : 3
- B4. Lowest Bid Amount (if bid) : \$41,602
- B5. If Board waived bids, show Agenda Date
- B6. ... and Agenda Item Number : #
- B7. Boilerplate Contract Text Unaffected? (Yes / or cite ¶¶) : No – change made to item #11

- F1. Encumbrance Transaction Code : 1701
- F2. Current Year Encumbrance Amount : \$150,000
- F3. Fund Number..... : 0001
- F4. Department Number..... : 990
- F5. Division Number (if applicable)..... :
- F6. Account Number
- F7. Cost Center number (if applicable)..... :
- F8. Payment Terms..... : Net 30

- V1. Vendor Numbers (A=uditor; P=urchasing)
- V2. Payee/Contractor Name
- V3. Mailing Address
- V4. City State (two-letter) Zip (include +4 if known) :
- V5. Telephone Number..... :
- V6. Contractor's Federal Tax ID Number (EIN or SSN) :
- V7. Contact Person..... :
- V8. Workers Comp Insurance Expiration Date..... :
- V9. Liability Insurance Expiration Date[s] (G=enl; P=rofl) :
- V10. Professional License Number : #

V11. Verified by *(name of County staff)*

V12. Company Type *(Check one)*: Individual Sole Proprietorship Partnership Corporation

I certify: information complete and accurate; designated funds available; required concurrences evidenced on signature page.

Date : Authorized Signature.....

Isla Vista Master Plan - Revised Scope of Work

TASK 1. PROJECT INITIATION

Objective

The purpose of this task is to develop a team understanding of the project, schedule, and objectives.

Deliverables

Revised Project Schedule, including anticipated hearing dates (1 reproducible and 1 electronic copy)

Revised Project Budget (1 reproducible and 1 electronic copy)

Memorandum of Understanding summarizing the Kick Off Meeting's (1 reproducible and 1 electronic copy)

Meeting

Project Kick-off Meeting

Subtask 1.1 Kick-off Meeting

Principal-in-Charge Laura Stetson and Project Manager Lisa Brownfield will attend a kick-off meeting with County staff, SAIC staff, and others as requested by the County. At the meeting, we will confirm the schedule for Specific Plan adoption, EIR certification, Zoning Code amendment, and LCP amendment. We will thoroughly review the associated budget to ensure that each task has the appropriate number of hours assigned to it and to ensure that the products to be delivered fully address the County's needs. We will set dates for the first environmental hearing meetings and determine how best to use the public meeting allowance. At this meeting, we anticipate submitting a list of materials and documents to be provided to the consultant team regarding work completed or in draft form to date.

Subtask 1.2 Information and Report Gathering and Review

As stated in task 1.1, we will discuss with County staff the need for various materials and documents that provide insight as to the project's history (concepts discussed and considered, decisions made), outstanding issues and concerns, as well as existing plan documents and maps and technical reports. Such plans and documents include but will not be limited to the Draft IVMP: Specific Plan, proposed Zoning Code, Draft EIR, Local Coastal Plan, Goleta Community Plan, maps, workshop results, PAC/GPAC minutes etc. During this task we will gather these documents and plans and review

them for project background as well as identifying those sections requiring amendment or change as a result of the IVMP's adoption.

TASK 2. ENVIRONMENTAL REVIEW

Objective

The purpose of this task is twofold: 1) to review and make comments on the Administrative Draft EIR prepared by County staff, and 2) to prepare:

formal responses to comments on the Draft EIR provided by the public in writing or orally at the public meetings conducted in subtask 2.2, a Mitigation Monitoring Program consistent with County CEQA Guidelines, the Final EIR to include the completed Responses to Comments and any changes to the EIR text needed to mirror the Response, and CEQA adoption documents for final action.

Deliverables

~~Electronic marked-up copy of Administrative Draft EIR (1 electronic copy)~~

Environmental Hearing Strategy Materials (1 reproducible copy and 1 electronic copy)

~~Environmental Hearing Advertisement Flyer (1 reproducible copy and 1 electronic copy)~~

Draft Master Plan Comments and Proposed Response Summary (to be included as an appendix to staff reports) (1 copy plus 1 electronic copy)

~~Draft responses to comments—Two rounds of review (5 copies plus 1 electronic copy)~~

Draft Mitigation Monitoring Program (5 copies)

Final Mitigation Monitoring Program (1 reproducible copy and 1 electronic copy)

Administrative draft Final EIR to staff (5 copies)

Pre-press copy of Final EIR (1 copy)

Final EIR (~~25 copies~~ 1 reproducible and 1 electronic copy)

Draft NOD and Fish and Game finding (5 copies and 1 electronic copy of each notice)

Final NOD and Fish and Game finding (1 reproducible and 1 electronic copy)

Draft Statement of Overriding Considerations and Findings of Fact (5 copies and 1 electronic copy of each document)

Final Statement of Overriding Considerations and Findings of Fact (1 reproducible and 1 electronic copy)

Meetings

~~Environmental Hearing Strategy Meeting with County Staff~~

Two Environmental Hearings to receive comments on the Draft EIR

Response to Comment Strategy Meeting with County Staff

Meeting with County Staff to review Responses to Comments

Subtask 2.1 Public Environmental Hearing to Receive Comments on the Draft EIR

While the Draft EIR is out for the 45-day public review period, we recommend that the County conduct two public scheduled meetings or hearings to receive public comments on the Draft EIR. In our experience, we have found that such a hearing provides an excellent forum for presenting the project, answering questions, and receiving comment before persons write official comment letters on the Draft EIR. County staff will be responsible for organizing and advertising these meetings. P&D staff will attend to take minutes and respond as necessary to questions. Any Draft EIR comments raised at the environmental hearing will be responded to in the Final EIR. Any Master Plan comments raised at the meeting will be noted and proposed responses will be summarized as discussed in Subtask 2.3. County staff will prepare and distribute an invitation flyer to interested parties, local newspapers, and others. Prior to the environmental hearings, we will have a telephone conference with County staff to review presentation strategy, hearing facilitation, and logistics.

Subtask 2.2 Responses to Comments – Environmental Comments

Following the completion of the public review period on the Draft EIR, Ms Brownfield, and appropriate technical specialists will attend a meeting with County staff to discuss substantive comments response strategy. P&D will prepare responses to the comments received in writing, as well as responses to any oral comments from the public. An ~~administrative~~ draft of the responses to comments will be submitted to the County for review. We anticipate two rounds of review. We will meet with County staff between the two rounds to review draft responses. After the meeting and the first round of responses, we will prepare the final responses to comments. It will be included in the Final EIR.

Due to the complexity of this task, our budget provides an estimate of the costs involved. If additional effort is required, time/costs will be billed on a reimbursable basis with prior authorization from the County.

Responses to any comments submitted by Responsible or Trustee Agencies should be sent to the respective agencies as the Final EIR. The County will be responsible for this task.

Subtask 2.3 Draft Master Plan Comments and Proposed Response Summary

Following the public comment period, any substantive written or oral comments regarding the IVMP will be summarized, and if possible, a proposed response or Plan change will be recommended. The draft comments and proposed response will be prepared for staff review and comment. P&D Consultants will revise the document, once, based on the County's response and include the final document as an appendix to the Planning Commission and Board of Supervisor staff reports.

Due to the complexity of this task, our budget provides an estimate of the costs involved. If additional effort is required, time/costs will be billed on a reimbursable basis with prior authorization from the County.

Subtask 2.4 Draft and Final Mitigation Monitoring (MMP)

P&D will prepare a Mitigation Monitoring Program for the mitigation measures identified in the EIR consistent with the County's standards for such documents. The MMP will identify required mitigation measures, responsible implementing agencies or departments, and the timeframe for implementation. We will provide a draft for staff review and prepare a final version that incorporates staff's directed revisions. We recommend that the final version of the MMP be kept separate from the Final EIR.

Subtask 2.5 Administrative Draft Final EIR

Once staff has approved the Responses to Comments, P&D will prepare a draft Final EIR which meets CEQA guidelines. The draft Final EIR will include the following:

- Revised cover page
- Revised table of contents
- Revised text of EIR incorporating changes
- Responses to comments on the Draft EIR
- Comments received

We will provide five (5) copies of the draft document to the County for review.

Subtask 2.6 Pre-Press Final EIR

Upon receipt of staff comments on the administrative draft Final EIR, we will revise the document appropriately. We will provide staff with one pre-press copy of the Final EIR. Upon receipt of staff comments on the pre-press Final EIR, we will revise the document appropriately.

Subtask 2.7 Final EIR

Upon receiving approval from the County, we will print a master reproducible copy of Final EIR for printing and distribution by the County, plus provide an Adobe Acrobat version on CD. Additional bound and CD copies can be provided on a cost-per-copy basis following approval by County staff.

Subtask 2.8 Prepare Support Documentation – Notice of Determination, Fish and Game de minimus Finding, Statement of Overriding Considerations, Findings of Fact

P&D will prepare a Notice of Determination (NOD) for the project and the Fish and Game de minimus findings. We will prepare the required Findings of Fact and, if necessary, the Statement of Overriding Considerations for County Board of Supervisors action on the project. The Statement of Overriding Considerations and Findings of Fact become exhibits of the Resolution certifying the Final EIR, providing evidence that the County has considered environmental effects and mitigation measures in compliance with CEQA, and thus can certify the EIR.

Each of these documents will be prepared in draft form and submitted to the County for review. Upon receipt of staff comments, the documents will be revised once to address all comments and final documents will be prepared for use in the Planning Commission and in the Board of Supervisors' public hearings.

Due to the complexity of this task, our budget provides an estimate of the costs involved. If additional effort is required, time/costs will be billed on a reimbursable basis with prior authorization from the County.

TASK 3. ZONING CODE AND LCP CHANGES PREVIEW

Objective

The purpose of this task is to review the proposed Zoning Code and the LCP to discern the anticipated changes that will be required to the proposed Zoning Code and the LCP prior to the IVMP's actual adoption. As such, the anticipated changes can be analyzed and discussed in the subsequent staff reports to the Planning Commission and the Board of Supervisors.

Deliverables

Zoning Code Review Summary Memorandum (1 reproducible and 1 electronic copy)

LCP and Goleta Community Plan Review Memorandum (1 reproducible and 1 electronic copy)

Revised Draft Design Guidelines (1 reproducible and 1 electronic copy)

Meetings

Revised Draft Design Guidelines/Community Plan Review Meeting

California Coastal Commission Coordination Meeting

Subtask 3.1 Zoning Code Review

The proposed Zoning Code currently being prepared by Crawford Multari Clark Associates (CMCA) and the draft Mixed Use Downtown and Isla Vista Residential zoning sections will be reviewed for content and compatibility.

We will determine if additional text or graphics are necessary to ensure that the IVMP is fully implemented by the proposed Code sections and amendments. If the Mixed Use Downtown or Isla Vista Residential zoning sections require changes, P&D will summarize those changes in a memorandum to County Staff and CMCA. The anticipated changes will also be included in the Planning Commission and Board of Supervisors staff reports.

Subtask 3.2 Local Coastal Plan and Goleta Community Plan Review

The Local Coastal Plan and the Goleta Community Plan will be reviewed to discern potential changes that will be required to these documents prior to the IVMP's actual adoption. It is anticipated that the following LCP components' will be revised: land use, zoning, and the CLUP 5-10. It is also anticipated that the County will argue that these changes are a result of a land use refinement and not an entire update. As such, only these limited sections of the LCP are anticipated to be revised. However, P&D will conduct a meeting with County staff and CCC staff to discuss the findings and to determine if additional changes are necessary. The analysis and the meeting findings will be summarized in a memorandum addressed to both the County and the CCC staff. The memorandum will be summarized in the staff reports and will be included in full as an appendix. The identified changes will be refined in subsequent subtask 7.2.

Subtask 3.3 Revisions to Draft Design Guidelines

Draft Design Guidelines have been prepared as an implementation tool for the IVMP. We will review the draft document to determine what changes are needed to address proposed revisions to the IVMP (e.g., allowing higher residential densities). We will discuss with County staff the revisions we propose and will make those revisions based on staff direction (both text and graphics). Due to the uncertainties of this task, our budget provides an allowance. If additional work beyond the allowance is required to fully address the proposed revisions, we will consult further with County staff prior to proceeding.

TASK 4. PLANNING COMMISSION HEARINGS

Objective

The purpose of this task is to provide support to County staff at Planning Commission ~~public workshops and~~ public hearings regarding the Draft IVMP, Final EIR, and Zoning Code revisions.

Deliverables

Five Draft Staff Reports including appendices (5 copies and 1 electronic copy)

Five Final Staff Reports including appendices (1 reproducible copy and 1 electronic copy)

Draft Specific Plan Adoption, Zoning Code Amendment, Draft EIR Certification Recommendation Resolution (5 copies and 1 electronic copy)

Final Specific Plan Adoption, Zoning Code Amendment, Draft EIR Certification Recommendation Resolution (1 reproducible copy and 1 electronic copy)

PowerPoint Presentations

Meetings

Three Departmental Staff Meetings

~~Four~~ Five Planning Commission Public Hearings

Subtask 4.1 Departmental Staff Meetings

P&D proposes to conduct three staff meetings at various times throughout the Planning Commission public hearings. The first should be conducted prior to the first public hearing to develop presentation roles/responsibilities, presentation content, and public hearing strategy. The second should be conducted prior to the first public hearing to review presentation materials, staff reports, ordinances, and other documents. The third meeting will be scheduled as determined by County staff. Each of the staff meetings is anticipated to have a two hour duration. If additional staff meeting time is necessary, time/cost will be billed on a reimbursable basis with prior authorization from the County.

Subtask 4.2 Staff Reports, Presentations, Resolution

P&D will prepare a draft staff report for each public hearing. The staff report will briefly summarize the entire project and thoroughly summarize the materials to be presented or considered at the public hearing. As indicated above, many memorandum and reports prepared in previous subtasks will be summarized in the staff reports and will be attached as appendices in their entirety. Such memorandum and reports include Draft Master Plan Comments and Proposed Response Summary and Local Coastal Plan and Goleta Community Plan Review Summary. The Findings of Fact, the Statement of Overriding Considerations are discussed above in subtask 2.7.

P&D will take the lead; however it will need the assistance of the County staff in the form of content material to prepare PowerPoint and other oral presentations for each of the Planning Commission public hearings, as appropriate.

P&D will work with Redevelopment Agency staff and County Council staff to prepare a recommendation resolution. The resolution will contain the draft final documents as attachments for the Planning Commission's review.

The draft reports, resolutions, and presentations will be submitted to County staff for review. The reports, resolutions, and presentations will be revised once to reflect staff comment and submitted to the staff as a final document or final presentation.

It is assumed that the County will provide required public notice.

Subtask 4.3 Planning Commission Hearings

We plan an approach to the Planning Commission hearings that first involves an intensive, workshop-style hearing to provide the Commissioners and the public with an overview of the proposed IVMP's key visions and its bold ideas and actions, and that describes the physical and visual changes that will occur if the IVMP is implemented. If so decided by the County, this first hearing will also describe the anticipated environmental impacts, the proposed zoning code changes, and the anticipated LCP changes. This first hearing is anticipated to last at least four or five hours.

Following the first hearing, we anticipate that subsequent hearings will focus on specific aspects of the proposed IVMP, Zoning Code changes, and EIR. P&D will be available to assist County staff with the presentations and responses to the Planning Commission at the four anticipated public hearings. It is anticipated that a log or register of Planning Commission comments or questions will be maintained. The log will also indicate how the comment is being addressed or the response to the question. This log will be updated for each Planning Commission hearing; the final "Planning Commission" log will be submitted to the Board of Supervisors as part of its first staff report. In addition to the first workshop-style hearing, our budget provides an allowance of hours/costs for the subsequent Planning Commission public hearings, assuming four additional two-hour hearings. If this allowance is exceeded, we will attend additional public hearings on a reimbursable basis as required, with prior authorization from County staff.

TASK 5. BOARD OF SUPERVISORS HEARINGS

Objective

The purpose of this task is to provide support to County staff at Board of Supervisors public workshops and public hearings regarding the Draft IVMP, Final EIR, and Zoning Code revisions

Deliverables

Three Draft Staff Reports including appendices(5 copies and 1 electronic copy)

Three Final Staff Reports including appendices (1 reproducible copy and 1 electronic copy)

Draft Specific Plan Adoption and Zoning Code Amendment Ordinance (5 copies and 1 electronic copy)

Draft EIR Certification Resolution (5 copies and 1 electronic copy)

Specific Plan Adoption and Zoning Code Amendment Ordinance (1 reproducible copy and 1 electronic copy)

Draft EIR Certification Resolution (1 reproducible copy and 1 electronic copy)

PowerPoint Presentations

Meetings

Three Departmental Staff Meetings

Three Board of Supervisor Public Hearings

Subtask 5.1 Departmental Staff Meetings

P&D proposes to conduct three staff meetings at various times throughout the Board of Supervisor public hearings. The first should be conducted prior to the first public hearing to develop presentation roles/responsibilities, presentation content, and public hearing strategy. The second should be conducted prior to the first public hearing to review presentation materials, staff reports, ordinances, and other documents. The third meeting will be scheduled as determined by County staff. Each of the staff meetings is anticipated to have a two hour duration.

Subtask 5.2 Staff Reports, Presentations, Ordinances

P&D will prepare a draft staff report for each public hearing. The staff report will briefly summarize the entire project and thoroughly summarize the materials to be presented or considered at the public hearing. As indicated above, the first staff report will include the Planning Commission recommendation and Planning Commission comment log. In addition, other memorandum and reports previously prepared will be summarized in the staff reports, and will be attached as appendices in their entirety.

It is anticipated that the PowerPoint presentations prepared for the Planning Commission will be used as the base for the presentations for the Board of Supervisors. The original presentations will be revised, as necessary, to fully convey the technical information and to convey Planning Commission recommendations. As with the Planning Commission presentations, P&D will work with the County staff to prepare the presentations for each of the public hearings, as appropriate.

P&D will work with Redevelopment Agency staff and County Council staff to prepare draft ordinances and resolutions. The ordinances and resolutions will contain the draft final documents as attachments for the Board of Supervisors' review.

The draft reports, resolutions, and presentations will be submitted to County staff for review. The reports, resolutions, and presentations will be revised

once to reflect staff comment and submitted to the staff as a final document or final presentation.

It is assumed that the County will provide required public notice.

Subtask 5.3 Board of Supervisors' Hearings

P&D will be available to assist County staff with the presentations and responses to the Board of Supervisors at the three anticipated public hearings. It is anticipated that a log or register of Board of Supervisors' comments or questions will be maintained. The log will also indicate how the comment is being addressed or the response to the question. This log will be updated for each hearing. Our budget provides an allowance of hours/costs for public hearings, assuming three hearings. If this allowance is exceeded, we will attend additional public hearings on a reimbursable basis as required, with prior authorization from County staff.

TASK 6. LOCAL COASTAL PLAN AMENDMENT

Objective

The purpose of this task is to amend the LCP specifically to incorporate the land use and density changes, zoning changes, and exclusionary housing requirement changes as the result of the IVMP's adoption. This task will also process the LCP update with the CCC for certification by the CCC.

Deliverables

Meeting agendas (1 electronic copy)

Summaries of meetings with the CCC (1 electronic copy)

LCP Draft Amendment Package (5 copies and 1 electronic copy)

Revised LCP Draft Amendment Package (1 copy and 1 electronic copy)

Draft "Complete" Amendment Package (5 copies and 1 electronic copy)

Revised "Complete Amendment Package (1 copy and 1 electronic copy)

PowerPoint Presentation

Hearing Handouts (25 copies)

Meetings

Amendment Submittal Meeting with CCC

Two Post Submittal Meeting with CCC

Two CC Hearings

Subtask 6.1 California Coastal Commission Coordination and Processing

This includes the initial meeting with key CCC staff as discussed in subtask 3.3 and this subtask. The intent will be to educate and inform the CCC staff of the intended LCP update and to explain that this amendment is necessary to ensure conformance between the County's IVMP and Zoning Code and the LCP. We will discuss the LCP update requirements and process with the CCC. By initiating early consultation with the CCC, the

County and P&D will have a very clear idea of the CCC's needs for the LCP and the process for LCP certification. P&D anticipates that the CCC can be a partner in this process, starting with early coordination and careful and thoughtful integration of the CCC's input into the updated.

Subtask 6.2 Amendment Submittal Package and Completeness Responses

P&D will prepare a draft amendment submittal package for County staff to review. The submittal package will be revised once to address all staff comments. The revised submittal package will be submitted to the CCC for review and comment, followed by a face to face meeting with key CCC staff. The purpose of this meeting will be to review the CCC's comments on the proposed LCP amendment and to reach general concurrence on any other needed revisions or modifications.

Working with County staff, P&D will revise the LCP amendment to address the comments. The revisions will be forwarded to County staff for review and approval prior to submittal to the CCC. The "complete" amendment package will be revised once based on County comments and then submitted to the CCC.

Subtask 6.3 CCC Hearings

~~It has been our experience that after the revisions are made, one or two additional meetings with CCC staff are necessary during the 90-day hearing period. P&D and the County staff will work together in preparing for these meetings. P&D will attend and participate at the meetings, will make presentations if desired by the County, and will respond to CCC comments and questions at these meetings.~~

It has been our experience a LCP amendment may require two meetings with the CCC prior to approval. P&D and the County staff will work together in preparing for these meetings. We are assuming that a PowerPoint presentation with no more than 25 slides and presentation handouts (no more than ten pages each) will be necessary. P&D will attend and participate at the meetings, will make presentations if desired by the County, and will respond to CCC comments and questions at these meetings.

In addition to these formal meetings, P&D will conduct informal consultations with CCC staff, via phone and email, to request clarification of specific issues. These contacts will be made with the prior approval of the County's Project Manager and, as appropriate, will include appropriate County staff.

P&D Consultants will be available to assist the County with the presentations and responses to the CCC at the two anticipated (three-hour duration) hearings. If this allowance is exceeded, we will attend additional CCC hearings on a reimbursable basis with the County's prior authorization.

Formal and informal communications with the CCC will be documented in writing and, summaries of these contacts will be provided via email to the appropriate County, CCC and P&D Team staff members.

TASK 7. FINAL DOCUMENTS

Objective

The purpose of this task is to prepare the final documents in accordance with changes directed by the Board of Supervisors

Deliverables

Pre-Press Final Isla Vista Master Plan: A Specific Plan (1 reproducible copy)

Pre-Press Final Design Guidelines (1 reproducible copy)

Final Isla Vista Master Plan: A Specific Plan (1 master reproducible and 1 electronic copy)

Final Design Guidelines: Mixed Use Downtown and Isla Vista Residential (1 master reproducible and 1 electronic)

Subtask 7.1 Pre-Press Final Isla Vista Master Plan: A Specific Plan and Pre-Press Final Design Guidelines

Upon Board of Supervisor's adoption of the IVMP, Zoning Code sections, and Design Guidelines we will revise the Master Plan and Design ~~Guidelines~~ Guidelines appropriately. Staff will be responsible for preparing revisions to the Zoning Code sections. We will provide staff with one pre-press copy of the Final Isla Vista Master Plan: A Specific Plan and the Final Design Guidelines for staff review.

Subtask 7.2 Final Isla Vista Master Plan: A Specific Plan and Final Design Guidelines

Upon staff approval of the Pre-Press Final documents, we will print master reproducibles of the Final Isla Vista Master Plan: A Specific Plan and the Final Design Guidelines for use by the County, plus provide one electronic version a CD. Additional bound and CD copies can be provided on a cost-per-copy basis following approval by County staff. County staff will be responsible for final copies of the Zoning Code sections.

TASK 8. PROJECT MANAGEMENT

Objective

The purpose of this task is to coordinate work of the technical specialists and track the project's progress, schedule, and budget.

Deliverable

Progress Reports with monthly invoices, as requested

Meetings

As requested by County staff beyond those identified for specific tasks (allowance)

Subtask 8.1 Program Management

For all of our projects, P&D uses standardized and proven methods of tracking program progress and budget, ensuring that the schedule is maintained, that the budget is adhered to, and that appropriate staff is assigned as needed. Tools utilized include a company-wide labor schedule

that is updated weekly to allocate staff hours over a four-month period. We also employ accounting and project management software that allows the project manager to check weekly on the budget and staff utilization. We have the ability to shift staff resources as required to meet changing schedules. If desired by the County, we can provide written progress reports with our monthly invoices to keep County staff apprised of program progress.