



PURCHASING AND CONTRACTS DIVISION

**CITY OF LONGMONT, COLORADO
CONTRACT AMENDMENT NUMBER FIVE
REQUEST FOR PROPOSALS # RFP-VS-15004 STAFF AUGMENTATION FOR CDBG-DR PROGRAM
DELIVERY AND PROGRAM OVERSIGHT**

The Contract for Services (“Agreement”) by and between the City of Longmont, Colorado (“City”) and Hagerty Consulting, Inc. (“Consultant”) effective March 5, 2015, and subsequently amended December 8, 2015, June 30, 2016, July 11, 2016, and August 19, 2016, is hereby amended as set forth below.

Effective January 1, 2017:

This Amendment extends your service contract for the above services under the existing terms and conditions of the contract at the amended price structure – Appendix A to Contract, revision 3 (attached) – through December 31, 2017.

The contract amount is hereby amended and increased, not-to-exceed \$2,920,000.

All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be duly executed.

CITY OF LONGMONT, COLORADO

By: Valerie Scott
Name: Valerie Scott
Title: Procurement Specialist
Date: December 29, 2016

HAGERTY CONSULTING, INC.

By: Bradley R. Grining
Name: Bradley R. Grining
Title: Chief Operating Officer
Date: December 29, 2016

City of Longmont

Proposal # RFP-VS-15004

Appendix A to Contract, REVISION 3

Revised Rate Schedule

Position	Hourly Rate	Estimated Hours	Extended Amount
Program Manager (<i>3/4 time – not to exceed 160 hours in January 2017 or 120 paid hours per four week period thereafter</i>)	\$ 200.00	1660 hours	\$332,000.00
Housing Programs Manager	\$188.34 (<i>rate is fully burdened for this position only</i>)	160 hours	\$30,134.40
Data Maintenance Specialist	\$ 125.00	120 hours*	\$15,000.00
Environmental Review Specialist	\$ 170.00	240 hours*	\$40,800.00
Estimated travel costs for Environmental Review Specialist (see attached Exhibit A for travel reimbursement schedule and requirements)			\$2,065.60
TOTAL ADDITIONAL NOT-TO-EXCEED AMOUNT:			\$420,000.00

* Hours to be set as Task Orders with any time spent pre-approved by Longmont.

Exhibit A

Allowable Travel Expenses:

In general, contractors\consultants are expected to select the nearest available or least expensive training, conference, or other travel purpose, and to select the most cost and time effective method of transportation. Contractors\consultants are expected to control costs by planning ahead to take advantage of economical travel opportunities.

Air Travel:

Air travel shall be by coach. Reimbursement for baggage fees shall be based on the lowest cost option. In general, one work day shall be allocated for departure and one day for return during the period that a Contractor\Consultant is traveling for the federal award.

Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable.

Meals Per Diem:

Meal expenses for overnight travel are limited to and paid on an actual cost basis but must be within the standard per diem per contractor\consultant rate as shown below. The meal per diem includes taxes and gratuities.

Alcoholic beverages are not an allowable expense.

Partial per diem applies to the day of departure and the day of return. Payment in excess of the partial per diem for the day of departure/return will be made only if the consultant\contractor leaves home prior to 7:00 a.m. and returns home after 7:00 p.m.

Full per diem applies to each full day on City business between the days of departure and return.

County	Full per diem	Partial Day Per Diem
Boulder\Broomfield County	\$ 61	\$ 40

Lodging:

Contractor\Consultant shall select the most reasonable and economical lodging available, giving consideration to the intent of the travel and the convenience of the lodging relative to the location and purpose of the travel. In the event that a contractor is accompanied by a spouse or family members, the City shall pay the single room rate only.

Rental Cars

Payment for rental cars at the point of destination must be reasonable and necessary. Rental Car charges in excess of the federal award travel dates are at the expense of the contractor\consultant.

Misc. Travel Expenses:

Reimbursable miscellaneous expenses include other transportation expenses required to carry out this federal award such as bus, taxi, ferry, shuttle, and parking. However, personal items and personal long distance calls are not reimbursable expenses. Reimbursement of miscellaneous expenses without a receipt will not be reimbursed.

The City will not pay for athletic, recreational, or entertainment activities or side trips for contractors and their guests.

Materials

Costs incurred for materials to carry out a Federal award are allowable. Costs include printing, copying and shipping services only.

Mileage:

Mileage shall be reimbursed at the current IRS rate at the time of travel. Mileage shall be calculated from the City to the point of destination and return, plus reasonable mileage for travel within the point of destination. Alternatively, if the contractor\consultant is travelling from their residence on behalf of the City, and mileage from their residence to the point of destination is less than from the City to the point of destination, the lesser amount will be reimbursed.

Receipts:

Receipts are required for the contractor\consultant to be reimbursed.