

SECOND AMENDMENT TO  
PROFESSIONAL CONSULTANT SERVICES AGREEMENT

ECONOMIC AND PLANNING SYSTEMS INC.

Development of an Inclusionary Housing Program (RFP No. 2054)

THIS SECOND AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT (“Second Amendment”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by and between the CITY OF RIVERSIDE, a California charter city and municipal corporation (“City”), and ECONOMIC AND PLANNING SYSTEMS INC., a California corporation (“Consultant”), with respect to the following:

**RECITALS**

WHEREAS, the City and Consultant entered into that certain Professional Consultant Services Agreement dated May 20, 2021 (“Agreement”), for Development of an Inclusionary Housing Program (RFP No. 2054).

WHEREAS, the City and Consultant entered into that certain First Amendment to Professional Consultant Services Agreement dated May 20, 2022 (“First Amendment”), to extend the term of the Agreement for one year.

WHEREAS, the Agreement is set to expire May 20, 2023.

WHEREAS, the City and Consultant would like to extend the term of the Agreement for one year, to May 20, 2024, add additional services, and increase compensation in the amount of Forty-Thousand One Hundred Twenty Dollars (\$40,120.00), for the extended term of the Agreement, for total compensation in the amount of One Hundred Twenty Thousand Four Hundred Twenty Dollars (\$120,420.00)

NOW, THEREFORE, incorporating the recitals set out above, the parties hereto mutually agree to the following amendment to the Agreement.

1. Section 1, Scope of Services, is hereby amended to add additional services, in accordance with the terms set forth in Exhibit “A-1,” attached hereto and incorporated herein by this reference.

2. Section 2, Term, is hereby amended to extend the term of the Agreement for one year, to May 20, 2024.

3. Section 3, Compensation/Payment, is hereby amended to add additional compensation in the amount of Forty Thousand One Hundred Twenty Dollars (\$40,120.00), for the extended term of the Agreement, for total compensation in the amount of One Hundred

Twenty Thousand Four Hundred Twenty Dollars (\$120,420.00), in accordance with the terms set forth in Exhibit "B-1," attached hereto and incorporated herein by this reference.


4. All other terms and conditions of the Agreement between the parties, which are not inconsistent with the terms of this Second Amendment, shall remain in full force and effect as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have caused this Second Amendment to Professional Consultant Services Agreement to be duly executed the day and year first above written.

CITY OF RIVERSIDE,  
a California charter city and municipal  
corporation

ECONOMIC AND PLANNING  
SYSTEMS INC., a California corporation

By: \_\_\_\_\_  
City Manager


By:  \_\_\_\_\_  
Print Name: Jason Moody  
Title: President  
(Signature of Board Chair, President, or  
Vice President)

Attest: \_\_\_\_\_  
City Clerk

and

Certified as to Availability of Funds:

By:  \_\_\_\_\_  
Chief Financial Officer

By:  \_\_\_\_\_  
Print Name: Darin Smith  
Title: Secretary  
(Signature of Secretary, Assistant  
Secretary, CFO, Treasurer, or Assistant  
Treasurer)

Approved as to Form:

By:  \_\_\_\_\_  
Assistant City Attorney

**EXHIBIT "A-1"**

**SCOPE OF SERVICES**

**Attachment A**  
**Proposed Scope of Services**  
**Development of Inclusionary Housing Program for**  
**City of Riverside**  
**Budget and Scope Amendment**

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EPS is currently supporting the City of Riverside (City) in exploring the development of an inclusionary housing program. In the course of the study process, additional work tasks for EPS have been identified by the City. EPS's proposed scope of services and budget to complete these additional tasks is included below.

**Proposed Scope of Services**

**Additional Task 1: Updates to Feasibility Analysis**

EPS's most recent feasibility analysis supporting the proposed inclusionary housing ordinance was conducted using HCD's 2022 income limits for lower-income households in Riverside County. Since that time, financial markets have seen increases in interest rates, affecting both development costs and supportable mortgage values. Also, in May 2023, HCD released updated income limits for 2023. EPS will review and update its feasibility model to reflect the financing changes and the most recent income limits, and will identify if the updated figures impact the findings of the feasibility study as it relates to inclusionary requirements. EPS will provide the City with updated PowerPoint tables reflecting this new data.

**Additional Task 2: Planning Commission and City Council Public Meetings**

EPS will prepare for and attend up to five (5) public meetings where the City's Planning Commission or City Council will discuss the inclusionary housing program. The budget for this task assumes at least one EPS staff member will attend the meetings in-person. EPS will present at these meetings as requested by City staff.

**Additional Task 3: Implementation Documents**

Should the City adopt an inclusionary housing program, EPS will assist the City staff in preparing documents related to implementation of the program. These will include a summary of program requirements and processes that can be provided to developers working in the City; a draft Affordable Housing Agreement that developers will enter into with the City; and a Resolution for City Council adoption detailing the program's in-lieu fees. Should the City desire assistance with additional documents, the proposed scope and budget for this task can be amended accordingly.

**EXHIBIT "B-1"**  
**COMPENSATION**

## Budget

The estimated budget to complete **Tasks 1 and 2** is **\$22,480**. This includes EPS’s in-person attendance at up to five (5) public meetings. The estimated budget to complete **Task 3** as described is **\$17,640**. EPS understands that approval of the budget for this task may be contingent on the City Council’s adoption of an inclusionary housing ordinance. **Table 1** details the budget for each task broken down by staff and hours.

**Table 1 EPS Proposed Budget Amendment**

Task / Description	Principal- in-Charge	Project Manager	Technical Analyst	Direct Costs [2]	Grand Total
<i>Hourly Billing Rates [1]</i>	\$325	\$275	\$195		
<b>Task 1: Updates to Feasibility Analysis</b>	8	14	4	\$0	\$7,230
<b>Task 2: Public Meetings</b>	20	30	0	\$500	\$15,250
<b>Task 3: Implementation Documents</b>	20	32	12	\$0	\$17,640
<b>TOTAL HOURS</b>	<b>48</b>	<b>76</b>	<b>16</b>		
<b>TOTAL PROJECT COSTS</b>					<b>\$40,120</b>

[1] Hourly billing rates are effective for 2023 and subject to annual revision.

[2] Direct costs include travel expenses.