

# Dane County Contract Addendum Cover Sheet

Res 023

Revised 06/2021

<b>Contract #</b> Admin will assign	14791A
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<b>Dept./Division</b>	Planning and Development	<b>Vendor Name</b>	SB Friedman
<b>Brief Addendum Title/Description</b>	Additional Services Request	<b>Vendor MUNIS #</b>	32237
		<b>Addendum Term</b>	July 21st, 2022 - August 31, 2023
		<b>Amount (\$)</b>	\$67,000.00

Department Contact Information		Vendor Contact Information	
<b>Contact</b>	Olivia Parry	<b>Contact</b>	Fran LeFor Rood
<b>Phone #</b>	608-225-5865	<b>Phone #</b>	312-424-4253
<b>Email</b>	parry@countyofdane.com	<b>Email</b>	frood@sbfriedman.com
<b>Purchasing Officer</b>	Megan Rogan		

Purchase Order – Maintenance or New PO					
<input type="checkbox"/>	<b>PO Maintenance Needed</b>	<b>Org:</b>	<b>Obj:</b>	<b>Proj:</b>	
	PO# 20221899	Org: PDPLNDIV	Obj: 32210	Proj: RHS Proj.	
<input type="checkbox"/>	<b>No PO Maintenance Needed – this addendum does not change the dollar amount of the contract.</b>				
<input type="checkbox"/>	<b>New PO / Req. Submitted</b>	<b>Org:</b>	<b>Obj:</b>	<b>Proj:</b>	
	Req#	Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Total Contracted Amount – List the Original contract info, then subsequent addenda including this new addendum					
<p>A resolution is required when the total contracted amount first exceeds \$100,000.</p> <p>Additional resolutions are then required whenever the sum(s) of any additional addenda exceed(s) \$100,000</p>	Addendum #	Term	Amount	Resolution	
	Original	July 21st, 2022 - August 31, 2023	\$ 298,151.00	<input type="checkbox"/> None	Res# 2022 RES-060
	A	July 21st, 2022 - August 31, 2023	\$ 67,000.00	<input type="checkbox"/> None	Res# 2023 RES-023
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
				<input type="checkbox"/> None	Res#
<b>Total Contracted Amount</b>			<b>\$ 365,151.00</b>		

Contract Language Pre-Approval – prior to internal routing, this contract has been reviewed/approved by:		
<input type="checkbox"/> Corporation Counsel:	<input type="checkbox"/> Risk Management:	<input type="checkbox"/> No Pre-Approval

APPROVAL	
Dept. Head / Authorized Designee	
Violante, Todd	Digitally signed by Violante, Todd Date: 2023.04.14 14:39:45 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 4/14/23	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Thursday, April 20, 2023 9:52 AM  
**To:** Hicklin, Charles; Rogan, Megan; Gault, David; Lowndes, Daniel  
**Cc:** Stavn, Stephanie; Oby, Joe  
**Subject:** Contract #14791A  
**Attachments:** 14791A.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>	<b>Response</b>
	Hicklin, Charles	Read: 4/20/2023 10:08 AM	Approve: 4/20/2023 10:09 AM
	Rogan, Megan	Read: 4/20/2023 9:54 AM	Approve: 4/20/2023 2:05 PM
	Gault, David	Read: 4/20/2023 2:00 PM	Approve: 4/20/2023 2:01 PM
	Lowndes, Daniel	Read: 4/20/2023 3:37 PM	Approve: 4/20/2023 3:37 PM
	Stavn, Stephanie	Read: 4/20/2023 10:22 AM	
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #14791A

Department: Planning & Development

Vendor: SB Friedman

Contract Description: Addendum for additional scope of services for developing the Dane County Regional Housing Strategy (Res 023)

Contract Term: 7/21/22 – 8/31/23

Contract Amount: \$67,000.00

*Michelle Goldade*

Administrative Manager

Dane County Department of Administration

Room 425, City-County Building

210 Martin Luther King, Jr. Boulevard

Madison, WI 53703

PH: 608/266-4941

Fax: 608/266-4425

TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays in accordance with COVID 19 response guidelines.

**2023 RES-023**  
**AMENDING THE 2023 OPERATING BUDGET AND AUTHORIZING A CONTRACT**  
**AMENDMENT FOR THE DANE COUNTY REGIONAL HOUSING STRATEGY WITH**  
**SB FRIEDMAN DEVELOPMENT ADVISORS, LLC**

The Department of Planning and Development awarded a contract to SB FRIEDMAN DEVELOPMENT ADVISORS related to the Dane County Regional Housing Strategy (RHS) RFP #14791, to perform the following services: Strategic Planning and Meeting Facilitation; Regional Housing Study and Community Engagement; Program Inventory and Resources Assessment; Vision for Housing for Dane County; Recommended Strategies and Next Steps, Regional Housing Strategy Final Report.

RHS strategic planning has been underway for last six months with a very supportive and engaged Housing Advisory Committee of 55-65 elected officials, local leaders and private and not profit sector partners. In the last six months, the HAC has built new relationships, and developed a detailed and shared understanding of the critical housing issues and challenges facing our region. They are now poised to work together to identify the top priorities and strategies for the strategic action plan. The RHS work has been extensive, and at times much more than anticipated in terms of coordination, communication and overall support, and beyond the original scope of services. The amount budgeted for the original contract is not sufficient to fund this addendum. This resolution amends the 2023 operating budget to provide additional funding.

The following change is requested: Contract Amendment No. 1 to include the scope of services included in SB FRIEDMAN's February 28, 2023 proposal at an additional cost of \$67,000.00, for the following activities:

1. Research and preparation of Housing Advisory Committee #3 content on the history and legacy of racial discrimination and locally (not included in original scope): \$9,000
2. Additional iterations, separate Town Survey, and edits of PIRA survey (exceeded original scope): \$7,500
3. Prepare supplemental data for HAC #5 workbook (no data compilation for HAC #5 originally anticipated): \$3,900
4. Shift HAC #6 from virtual to in-person: \$3,300
5. Provide additional data analysis content heaving meeting [Add Strategic Action Plan Framework as HAC #6; collapse HAC #10/11 into one final meeting]: \$7,000
6. Additional meeting and coordination [Anticipated 1 client meeting per week going forward, and necessary team coordination, scoped for 1 client meeting monthly; \$19,000
7. Additional edits and communication related to HAC meetings, communication materials, social media, and HAC support: \$17,300

Total: \$67,000

NOW, THEREFORE, BE IT RESOLVED that the following amendments be approved to the 2023 operating budget:

44 Increase account PDPLNDIV 32210 "Regional Housing Strategy Expense" \$67,000  
45 Increase account GENCTY 81369 "LATCF ARP GRANT REVENUE" \$50,000  
46 Decrease PDPLNDIV 20070 "DCHI Expense" \$17,000

47

48 BE IT FINALLY RESOLVED that Contract Amendment No. 1 for a total increase of \$67,000.00  
49 be approved to the Contract with SB FRIEDMAN DEVELOPMENT ADVISORS for the above  
50 listed change and the County Executive and County Clerk are authorized to execute the  
51 addendum; and



# DANE COUNTY CONTRACT

## ADDENDUM # 14791A

Revised 01/2022

**THIS ADDENDUM**, made and entered into effective as of the date by which both parties hereto have executed this document, by and between the County of Dane (hereinafter referred to as “County”) and SB Friedman Development Advisors, LLC. (hereinafter, “Provider”).

### WITNESSETH:

**WHEREAS** Provider and County, by a separate document (hereinafter, the “Master Agreement”), Dane County Contract # 14791, have previously entered into a contractual relationship pursuant to which Provider provided services for developing the Dane County Regional Housing Strategy.

**WHEREAS** County and Provider wish to amend the Master Agreement in order to provide additional services as outlined in Attachment A, attached hereto and incorporated herein by reference.

**NOW, THEREFORE**, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged by each party for itself, the parties do agree as follows:

1. The Master Agreement shall remain in full force and effect unchanged in any manner by this addendum except as changes are expressly set forth herein. This addendum shall control only to the extent of any conflict between the terms of the Master Agreement and this addendum.
2. The Master Agreement, and any amendment or addendum to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, the Master Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not such reproduction was made by each party in the regular course of business. This term does not apply to the service of notices under the Master Agreement, or any subsequent amendment or addendum.
3. PROVIDER shall provide additional services, as outlined in Attachment A, at an additional cost of \$67,000.

**IN WITNESS WHEREOF**, the parties, by their respective authorized representatives, have set their hands and seals as of the dates set forth below.

**FOR PROVIDER:**



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Fran Lefor Rood  
Partner

4/13/2023

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Date

\* \* \*

**FOR COUNTY:**

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Joseph T. Parisi  
Dane County Executive

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Date

# ATTACHMENT A

Dane County Regional Housing Strategy  
 SB Friedman 2/28/2023 Additional Services Request  
 Billing Schedule

Additional Service	Budget	Payment Timing	
		Contract amendment approval in April 2023	Contract amendment approval in May 2023
1. Research and preparation of HAC #3 content on the history and legacy of racial discrimination nationally and locally [Not included in original scope]	\$9,000	Upon contract amendment approval	Upon contract amendment approval
2. Additional iterations and edits to PIRA survey [Exceeded original scope]	\$7,500	Upon contract amendment approval	Upon contract amendment approval
3. Prepare supplemental data for HAC #5 workbook [No data compilation originally anticipated for HAC #5]	\$3,900	Upon contract amendment approval	Upon contract amendment approval
4. Shift HAC #6 from virtual to in-person	\$3,300	Upon contract amendment approval	Upon contract amendment approval
5. Provide one additional content-heavy meeting [Add Strategic Action Plan Framework as HAC #6; collapse meetings original HAC #10/11 meetings into one]	\$7,000	Upon contract amendment approval	Upon contract amendment approval
6. Additional meetings and coordination [Anticipated 1 client meeting per week going forward and necessary team coordination]	\$19,000	\$11,692 upon contract amendment approval \$1,461.60 per month thereafter (April-August 2023)	\$13,154 upon contract amendment approval \$1,461.50 per month thereafter (May-August 2023)
7. Additional edits and communication related to HAC meetings, communication materials and HAC support	\$17,300	\$10,646 upon contract amendment approval \$1,330.80 per month thereafter (April-August 2023)	\$11,977 upon contract amendment approval \$1,330.75 per month thereafter (May-August 2023)
<b>Total Additional Services</b>	<b>\$67,000</b>		