

**RESOLUTION NO. 3220-15**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDSOR  
APPROVING AMENDMENT NO. 2 TO THE STANDARD SERVICES AGREEMENT  
BETWEEN THE TOWN OF WINDSOR AND MINTIER-HARNISH, LP  
FOR GENERAL PLAN UPDATE CONSULTING SERVICES AND AUTHORIZING  
THE TOWN MANAGER TO EXECUTE AMENDMENT NO. 2 TO THE AGREEMENT  
WITH MINTIER-HARNISH, LP, ON BEHALF OF THE TOWN**

**WHEREAS**, Mintier-Harnish, LP, and the Town entered into a Standard Services Agreement on April 30, 2014 for a not to exceed amount of \$535,000 for preparation of the Town's General Plan Update, Housing Element Update, and associated environmental review; and

**WHEREAS**, on January 7, 2015, the Council adopted Resolution No. 3162-15 amending the fiscal year 2014-15 budget as part of a mid-year review to provide an additional \$20,750 to the General Plan Update for the purpose of conducting a community survey; and

**WHEREAS**, on February 18, 2015, the Council adopted Resolution No. 3172-15 approving Amendment No. 1 to the Standard Services Agreement between the Town of Windsor and Mintier-Harnish, LP, to provide for a community survey at a cost of \$20,750; and

**WHEREAS**, on June 17, 2015, the Council adopted Resolution No. 3206-15 approving a new budget for fiscal year 2015-16 which includes \$100,000 in additional funding to expand the work program for the General Plan Update; and

**WHEREAS**, the approved budget for fiscal year 2015-16 also includes \$25,000 in contingency funding to cover the additional costs of any unanticipated, out-of-scope tasks or meetings related to the General Plan Update; and

**WHEREAS**, at the Town's request, Mintier-Harnish prepared a revised scope of work for the General Plan Update with cost estimates for the additional services needed to complete the General Plan with additional public input and technical analysis; and

**WHEREAS**, at the Town's request, Mintier-Harnish prepared a revised budget to cover the costs of the expanded work program and address unanticipated and out-of-scope project costs incurred to date; and

**WHEREAS**, the revised scope of prepared by Mintier Harnish expands the level of effort for Phase 4: Focus Area Alternatives and Phase 5: Policy Document and represents a change in the Scope of Work in the Agreement; and

**WHEREAS**, increasing the Town Manager's contract authorization by \$100,000, from \$555,750 to \$655,750, will provide sufficient funds to accommodate expansion in the scope of work for the General Plan Update; and

**WHEREAS**, increasing the Town Manager's contract authorization by an additional \$25,000, from \$655,750 to \$680,750, will provide contingency funding to cover the costs of additional, unanticipated tasks or meetings related to the General Plan Update.

**NOW, THEREFORE BE IT RESOLVED** that the Town Council of the Town of Windsor approves Amendment No. 2 to the Standard Services agreement with Mintier-Harnish, LP; and

**BE IT FUTHER RESOLVED**, the Town Council authorizes the Town Manager to execute the amendment and any additional increases up to a total not-to-exceed amount of \$680,750.

**PASSED, APPROVED AND ADOPTED this 5th day of August 2015, by the following vote:**

**AYES:** COUNCILMEMBERS FOPPOLI, SALMON,  
VICE MAYOR MILLAN AND MAYOR OKREPKIE  
**NOES:** NONE  
**ABSTAIN:** NONE  
**ABSENT:** COUNCILMEMBER FUDGE



**BRUCE OKREPKIE, MAYOR**

**ATTEST:**

  
**MARIA DE LA O, TOWN CLERK**