

**AMENDMENT NO. 1**

**AGREEMENT**  
**between**  
**the VIRGIN ISLANDS HOUSING FINANCE**  
**AUTHORITY**  
**and**  
**TETRA TECH, INC.**

This Amendment ("Amendment") is made this 23 day of December, 2020 by and between the Virgin Islands Housing Finance Authority ("VIHFA") and Tetra Tech, Inc. ("Tetra Tech").

**WHEREAS**, VIHFA and Tetra Tech entered into a professional services contract to develop action plan(s), any amendments and implantation services ("Agreement") for the Community Development Block Grant Disaster Recovery ("CDBG-DR") Mitigation, and other programs as needed; and

**WHEREAS**, per Paragraph 3 of the contract, the parties agreed that the Contract Amount (\$1,027,300.00) was determined assuming a April 6th, 2020 HUD submission deadline and if any extension to the submission deadline, as granted by HUD, will result in increased costs for Tetra Tech in terms of additional staff time, housing, travel and other expenses (the "Extension Costs"); and

**WHEREAS**, the original duration of Task Order 1 was 125 days from December 13, 2019 to April 15, 2020; and

**WHEREAS**, due to the unforeseen global pandemic, HUD has granted an extension which has extended the duration of Task Order 1 to 385 days, with a new projected end date of December 31, 2020; and

**WHEREAS**, the increase in personnel time and expenses necessary to continue with the scope of work until December 31, 2020 is estimated to be [REDACTED].

**NOW THEREFORE**, in consideration of the mutual covenants herein contained, and intending to be legally bound by this Agreement, the parties hereto do covenant and agree as follows:

**Section 1:** Paragraph 3 "Compensation" is amended (i) by increasing the compensation amount an additional \$ [REDACTED] and (ii) to read "not to exceed One Million Three Hundred Sixty-One Thousand Seven Hundred and Fifty Dollars and Twenty-Eight Cents (\$1,361,750.28).

**Section 2:** The pricing scheduling outlining the budgetary cost lines for the additional \$ [REDACTED] is below:

SPACE INTENTIONALLY LEFT BLANK

**AMENDED APPENDIX A:  
 Contract Amendment Estimated Pricing Schedule**

Extension Period: October – December 2020					
Section 1: Requested Positions					
Position	# of Staff	Hourly Rate	Estimated Hours per Week	Estimated Timing (# of weeks)	Estimated NTE Total
Principal-In Charge	█	█	█	11	█
Project Executive	█	█	█	11	
Project Manager	█	█	█	11	
HUD CDBG SME	█	█	█	11	
Data Analyst	█	█	█	11	
<b>Subtotal</b>					
Section 2: Anticipated Expenses					
Ongoing Expenses	Unit	Rate		Estimated Timing (# of weeks)	Estimated Total
Travel (airfare) <sup>1</sup>	1	█		4	█
Travel (car rental)	1	█		11	
Housing (weekly lump sum) <sup>2</sup>	1	█		11	
Per Diem <sup>3</sup>	1	█		11	
Office Space <sup>4</sup>	1	█		11	
Contingency (only reimbursed if costs expended) <sup>5</sup>					
<b>Subtotal</b>					

**Footnotes:**

[1] Travel Airfare assumes █ staff with █ trips each at █/trip.

[2] Housing is budgeted at 11 staff weeks at the current GSA rate of █/night, although it is the goal of Tetra Tech to continue using longer-term lodging to reduce overall lodging costs; current GSA hotel rate is \$249 Apr-Dec, \$349 Jan-Mar.

[3] Per diem is budgeted at GSA rate for meals: \$ █ per day for 11 staff weeks.

[4] Office space will only be covered under TOI for the time period specified, depending on need.

[5] Other fees are for other incidental costs such as printing, courier charges, and other misc. expenses.

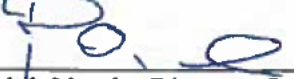
Contractor shall invoice for the items outlined above as follows, not to exceed the total amount per the approved extension.

- Sections 1 and 2: Personnel costs to be billed on an hourly basis x rate (per personnel)


Documentation: Timesheets indicating Name of Person, Title/Labor category, hours worked (by day), bill rate and description of work provided (to potentially include applicant identifier) and deliverables.

**Section 3:** All other requirement and provisions of Agreement between the VIHFA and Tetra Tech (Contract No.: 2020-CDBG-DR-001), dated the 13<sup>th</sup> of December 2019, shall remain in full force and effect.

**WITNESS:**

  
Ralph Natale, Director, Post Disaster Programs  
**DATE:** 12/14/2020

**TETRA TECH, INC.**

  
Name: Jonathan Burgiel,  
Business Unit President  
**DATE:** 12/14/2020

**WITNESS:**

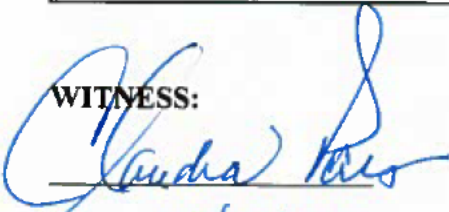
  
Betty Kamara, Contracts Manager  
**DATE:** 12/14/2020

Reviewed for Legal Sufficiency:

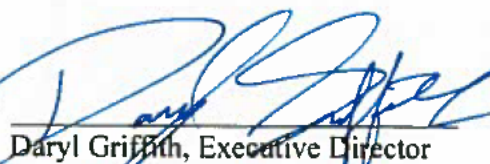
*Denise Rhymér*  
Denise Rhymér, Esq.

Dated: 17th day of December, 2020

**WITNESS:**


  
**DATE:** 12/23/2020

**VIRGIN ISLANDS HOUSING FINANCE  
AUTHORITY**

  
Daryl Griffith, Executive Director

**DATE:** 12/23/2020

**WITNESS:**

  
**DATE:** 12/23/2020