

**AMENDMENT NO. 4**

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

This Amendment (“Amendment”) is made this 24th day of May, 2021 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 an 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**, per Amendment 1 of the contract, the parties agreed to increase the contract value to an amount not to exceed \$1,361,750.28 to cover additional costs as the submittal deadline of the CDBG-DR Mitigation Plan was extended to January 4, 2021; and

**WHEREAS**, per Amendment 2 of the contract, in anticipation of any requested changes or questions from HUD on the submitted CDBG-DR Mitigation Action Plan, the parties agreed to cover anticipated costs from January 4 to February 28, 2021, increasing the contract not to exceed value to One Million Five Hundred Forty-Six Thousand Eight Hundred Twenty-Six Dollars and Forty-Six Cents (\$1,546,826.46); and

**WHEREAS**, per Amendment 3 of the contract, the parties extended the contract from March 1, through April 30, 2021 to provide additional responses to HUD’s comments on the Certificate and CDBG-MIT Action Plan at no additional costs; and

**WHEREAS**, as additional information is required for the CDBG-DR Mitigation Action Plan, the parties desire to extend the contract term for an additional Sixty (60) days which extends the contract term to June 30, 2021 and increases the contract amount to an additional One Hundred Seven Four Hundred Three Dollars and Eighty-Four Cents (\$107,403.84) bringing the contract total not to exceed cost to One Million Six Hundred Fifty-Four Thousand Two Hundred Thirty Dollars and Thirty Cents (\$1,654,230.30).

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

**Section 1:** Paragraph 3 “Compensation” is amended by (i) increasing the compensation amount an additional \$107,403.84 to read (ii) “not to exceed One Million Six Hundred Fifty-Four Thousand Two Hundred Thirty Dollars and Thirty Cents (\$1,654,230.30).

**Section 2:** The price schedule outlining the budgetary cost lines for the additional \$107,403.84 is below:

Contract Amendment Estimated Pricing Schedule

Extension Period: May – June 2021					
Section 1: Requested Positions					
Position	# of Staff	Hourly Rate	Estimated Hours per Week	Estimated Timing (# of weeks)	Estimated NTE Total
Principal-In Charge	2	████	3	8	████
Project Executive	2	████	9.25	8	████
Project Manager	2	████	33	8	████
HUD CDBG SME	2	████	12.5	8	████
Data Analyst	2	████	1.5	8	████
<b>Subtotal</b>					<b>\$99,650</b>
Section 2: Anticipated Expenses					
Ongoing Expenses	Unit	Rate		Estimated Timing (# of weeks)	Estimated Total
Travel (airfare) <sup>1</sup>	1	████		1	████
Travel (car rental)	1	████		2	████
Housing (weekly lump sum) <sup>2</sup>	2	████		2	████
Per Diem <sup>3</sup>	2	████		2	████
Office Space <sup>4</sup>	0	\$0		0	\$0
Contingency (only reimbursed if costs expended) <sup>5</sup>					████
<b>Subtotal</b>					<b>\$7,753.84</b>

Footnotes:

[1] Travel Airfare assumes 1 staff with 1 trip total at \$650/trip (as may be required and approved by VIHFFA).

[2] Housing is budgeted at 4 staff weeks at the current GSA rate of \$339/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: \$88 per day for 2 staff weeks for 1 staff.

[4] Office space will only be covered under TO1 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.

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

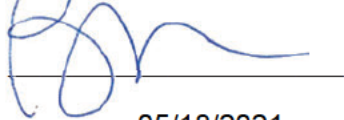
- Sections 1 and 2: Personnel costs to be billed on an hourly basis x rate (per personnel)

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 work completed under this Amendment will be assigned through a task order and/or project assignment. The task order will specify staff, time and estimated cost to complete a deliverable and must be provided to VIHFA for review and approval prior to the commencement of any activity/deliverable. Any work or activity not supported by an approved task order is not eligible for payment.

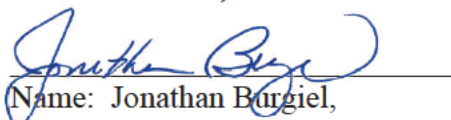
**Section 4:** All other requirements and provisions of the Agreement between the VIHFA and Tetra Tech (Contract No.: 2020-CDBG-DR-001), dated the 13<sup>th</sup> of December 2019, including Amendment 3, shall remain in full force and effect.

**WITNESS:**



**DATE:** 05/18/2021

**TETRA TECH, INC.**



Name: Jonathan Burgiel,  
Business Unit President

**DATE:** 05/18/2021

**WITNESS:**



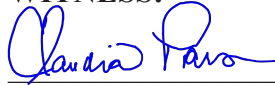
**DATE:** 05/18/2021

Reviewed for Legal Sufficiency:

Denise Rhymer, Esq.


Dated: 20th day of May, 2021

**WITNESS:**

  
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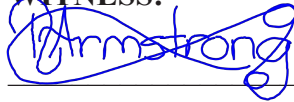
**DATE:** 5/24/2021

**VIRGIN ISLANDS HOUSING FINANCE  
AUTHORITY**

  
\_\_\_\_\_  
Daryl Griffith, Executive Director

**DATE:** 5/24/2021

**WITNESS:**

  
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**DATE:** 5/24/2021