

**AMENDMENT NUMBER 1 TO THE  
PROFESSIONAL SERVICES  
AGREEMENT BETWEEN  
INTERFACE STUDIO LLC AND THE CITY OF ANN ARBOR FOR  
THE COMPREHENSIVE LAND USE PLAN**

This Amendment Number 1 (“Amendment”) is to the agreement between the City of Ann Arbor, (“City”) and Interface Studio LLC, (“Contractor”) for Professional Services Agreement (PSA) which is dated 7/10/2023 (“Agreement”). City and Contractor agree as follows:

**1. Amendments**

The Agreement is amended as follows:

A. Section 5.A Compensation of Contractor is amended to read as follows:

The total amount of compensation paid to Contractor under this Agreement shall not exceed \$800,691, which shall be paid upon invoice by Contractor to the City for services rendered according to the schedule in Exhibit B. Compensation of Contractor includes all reimbursable expenses unless a schedule of reimbursable expenses is included in an attached Exhibit B. Expenses outside those identified in the attached schedule must be approved in advance by the Contract Administrator.

B. Exhibit B attached to this Amendment supersedes and replaces Exhibit B to the Agreement.

**2. Effective Date**

This Amendment shall become effective on the date it is signed by the last party to sign it. This Amendment shall be binding on and shall inure to the benefit of the parties’ and their permitted successors and assigns.

**3. Electronic Transaction**

Signatures on this Amendment may be delivered electronically or by facsimile in lieu of a physical signature and such signatures shall be binding.

**4. Effect on Original Agreement**

Unless specifically amended by this Amendment, all provisions of the original Agreement remain in effect and apply to this Amendment.

*[Signature pages follow]*

**Interface Studio LLC**

**CITY OF ANN ARBOR**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: Milton Dohoney Jr.

Title: City Administrator

Date: \_\_\_\_\_

**Approved as to substance:**

By: \_\_\_\_\_

Name: Derek Delacourt

Title: Community Services Area  
Administrator

Date: \_\_\_\_\_

**Approved as to form:**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

*(Signatures continue on following page)*

**CITY OF ANN ARBOR**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Mayor \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: City Clerk \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

# Exhibit B

## ANN ARBOR COMPREHENSIVE LAND USE PLAN SCOPE PROGRESS

	Original	Difference	
<b>TASK 1: PRE-PLANNING &amp; PROJECT MANAGEMENT</b>			
Task 1.1: PROJECT KICK OFF MEETING	\$ 2,840		Complete
Task 1.2: COLLECTION AND REVIEW OF BASE DATA AND PLANS	\$ 8,500		Complete
Task 1.3: VALUES FRAMEWORK	\$ 7,015		Complete
Task 1.4: CREATION OF THE STEERING COMMITTEE	\$ 1,070		Complete
Task 1.5: PUBLIC PARTICIPATION AND COMMUNICATION PLAN	\$ 3,490		Complete
Task 1.6: ESTABLISH GRAPHIC STANDARDS	\$ 3,040		Complete
Task 1.7: MARKETING MATERIALS AND UPDATES	\$ 9,190		Complete
Task 1.8: STEERING COMMITTEE MEETINGS (bimonthly)	\$ 17,690		Complete
Task 1.9: COUNCIL AND PLANNING COMMISSION UPDATES (~ 3 at milestones)	\$ 12,000	\$ 32,000	Ongoing - plus additional and deviation: PC subcommittee
Task 1.10: PROJECT COORDINATION MEETINGS (biweekly)	\$ 20,980	\$ 8,580	Ongoing - plus additional
Total Hours			
<b>Task 1 Cost Estimate</b>	<b>\$ 85,815</b>	<b>\$ 40,580</b>	<b>100% complete for scoped tasks (Deviation: PC subcommittee, Jan/Feb meetings and 2025 coordination meetings) - see Jobs Progress for % over</b>
<b>TASK 2: INVENTORY &amp; ANALYSIS</b>			
Task 2.1: DIGESTING THE DATA	\$ 39,740		Complete
Task 2.2: POLICY REVIEW	\$ 22,660		Complete
Task 2.3: AN ANALYSIS OF THE LOCAL AND REGIONAL ECONOMY	\$ 24,180		Complete
Task 2.4: SUSTAINABILITY FRAMEWORK AND MODEL	\$ 15,775		Complete
Task 2.5: TRANSPORTATION PLAN REVIEW	\$ 4,115		Complete
Task 2.6: HOUSING ANALYSIS	\$ 14,025		Complete
Task 2.7: BUDGET REVIEW	\$ 3,810		Complete
Total Hours			
<b>Task 2 Cost Estimate</b>	<b>\$ 124,305</b>	<b>\$ -</b>	<b>100% complete</b>
<b>TASK 3: COMMUNITY ENGAGEMENT</b>			
Task 3.1: NEIGHBORHOOD TOURS	\$ 7,140		Complete
Task 3.2: NEIGHBORHOOD OUTREACH TEAM	\$ 10,120		Re-allocated to other additional outreach to cover % over
Task 3.3: INTERVIEWS	\$ 35,970		Complete
Task 3.4: SURVEY	\$ 9,210		Complete
Task 3.5: COLLABORATIVE MAP	\$ 7,800		Complete
Task 3.6: OPEN HOUSES (1 round in 5 wards, plus 1 town hall)	\$ 34,000		Complete
Task 3.7: POP-UP EVENTS (~ 5)	\$ 7,520		Complete
Task 3.8: NEIGHBORLY ROUNDTABLES / MEETINGS IN A BOX	\$ 6,520		Complete
Task 3.9: WORKING GROUPS (~ 3 groups meeting 2x each)	\$ 22,480	\$ 4,560	Complete - plus additional meetings
Task 3.10: FOCUS GROUPS (~ 5)	\$ 20,660		Complete
Task 3.11: PUBLIC ENGAGEMENT DOCUMENTATION / SUMMARY	\$ 14,100		Partially complete
Total Hours			
<b>Task 3 Cost Estimate</b>	<b>\$ 175,520</b>	<b>\$ 4,560</b>	<b>100% complete - see Jobs Progress for % over</b>
<b>TASK 4: VISION &amp; RECOMMENDATIONS</b>			
Task 4.1: STATEMENT OF VISION, GOALS & OBJECTIVES	\$ 7,750		Complete
Task 4.2: LAND USE ALTERNATIVES & ZONING CONCEPTS	\$ 30,700	\$ 15,350	In progress - Deviation: additional research, zoning, TC-1
Task 4.3: HOUSING PLAN	\$ 20,980	\$ 10,490	In progress - Deviation: additional research, zoning, TC-1
Task 4.4: ECONOMIC DEVELOPMENT PLAN	\$ 23,800	\$ 11,100	In progress - Deviation: additional research, zoning, TC-1
Task 4.5: SUSTAINABILITY PLAN	\$ 16,820		In progress
Task 4.6: FOCUS AREAS	\$ 29,980	\$ 19,500	In progress
Total Hours			
<b>Task 4 Cost Estimate</b>	<b>\$ 130,030</b>	<b>\$ 56,440</b>	<b>95% complete (Deviation: additional research, zoning, TC-1)</b>
<b>TASK 5: PLAN DEVELOPMENT</b>			
Task 5.1: IMPLEMENTATION	\$ 15,960		Upcoming
Task 5.2: OUTCOMES MEASUREMENT	\$ 10,880		Upcoming
Task 5.3: PRELIMINARY & FINAL PLANS	\$ 70,500		Upcoming
Total Hours			
<b>Task 5 Cost Estimate</b>	<b>\$ 97,140</b>	<b>\$ -</b>	<b>0% complete</b>
<b>LABOR SUBTOTAL</b>			
TRAVEL EXPENSES	\$ 45,300		
NEIGHBORHOOD OUTREACH TEAM DIRECT HIRING COSTS	\$ 25,000		Re-allocated to other additional outreach to cover % over
INCENTIVES / MEETING NEEDS	\$ 16,000		
<b>TOTAL ESTIMATED FEES</b>	<b>\$ 699,110</b>	<b>\$ 101,580</b>	