

AGREEMENT FOR THE REMOTE ADMINISTRATIVE PLAN

This agreement for the remote administrative plan (the “Agreement”) is made between the City of Redondo Beach, a chartered municipal corporation (“CITY”) and Nan McKay & Associates, Inc., a California corporation (“NMA”).

NMA shall provide the CITY with remote consulting services related to reviewing and revising the CITY Housing Authority’s administrative plan.

NMA Responsibilities

For the proposed project, NMA shall work closely with the CITY Housing Authority (the “HA”) over a period of seven (7) days. During this time, NMA shall lead HA’s decision makers through a collaborative hands-on process of customizing our Model Administrative Plan and Guide for HA’s specific operations.

NMA shall guide HA through discretionary areas of the administrative plan, provide input and recommendations as appropriate, and capture HA’s decisions in an electronic draft.

HA’s Responsibilities

- Participation by management, supervisors, and decision makers throughout the event.
- Copies of the HA’s current administrative plan to all participating staff, preferably prior to the scheduled working sessions.

Deliverables

At the end of the event, NMA will provide HA with an electronic draft of the administrative plan. If CITY representatives are unable to reach a decision on a discretionary policy area, NMA will provide HA with a working list of any areas requiring follow-up and final decision.



Proposed Investment

NMA will invoice HA on a flat-rate basis after the completion of the event. NMA shall be paid within thirty (30) days of CITY's receipt of the invoice; provided, however, that services are completed to the CITY's full satisfaction.

Description	Cost
Professional Fees	\$8,400
Webinar Fees (7 Days)	\$1,575
NMA's Model Administrative Plan & Guide (Discounted)	\$199
Project Total	\$10,174



Services Agreement

Pricing & Billing

Pricing includes policy development for the following special programs:

- Emergency housing voucher (EHV)
- Project-based voucher (PBV)
- Veterans Affairs Supportive Housing (VASH)

If HA must include policies for any special programs not listed above, additional development time will be required at an additional rate which shall be billed in accordance with *Attachment 1*.

Please enter contact information below for the person who will receive monthly invoices:

Name: Angelica Zavala
Title: Housing Supervisor
Email Address: angelica.zavala@redondo.org

Limitation of Liability

In no event will NMA's aggregate liability arising out of or related to this agreement, whether in contract, tort (including, without limitation, negligence), or under any other theory of liability, exceed the total fees paid by HA to NMA in the six (6) months preceding the initial event giving rise to the claim under this agreement.

Term

This Agreement, when duly executed by both parties, shall constitute a binding Agreement between the CITY and NMA and their respective successors and assigns for a term of one (1) year from the date of contract execution, defined as the day when the contract was signed by both parties. Either party may terminate this Agreement for any reason by providing the other party with thirty (30) days written notice specifying that the Agreement is being terminated pursuant to this Subparagraph. No further notice shall be required. Written notices shall be given by email, registered or certified mail, postage prepaid and addressed to or personally served on the following parties.

NMA:

Attention: Tiffany Marmolejos
Nan McKay and Associates, Inc.
1810 Gillespie Way, Suite 202
El Cajon, CA 92020

CITY:

City of Redondo Beach Housing
Authority
1922 Artesia Blvd



Redondo Beach, CA 90278
Attention: Cameron Harding, Community Services Director

All notices, including notices of address changes, provided under this Agreement are deemed received on the next business day if sent by email or third day after mailing if sent by registered or certified mail. Changes in the respective address set forth above may be made from time to time by any party upon written notice to the other party.

Offering of Employment

Per this Agreement, the CITY may not extend an offer of employment to the consultants assigned to this project.

Publicity

Neither party shall issue a press release or other public statement regarding the relationship of the parties or this Agreement without the prior written consent of the other party.

Governing Law

The final Agreement shall be governed by and construed in accordance with the laws of the State of California and the laws applicable therein.

IN WITNESS WHEREOF, CITY and NMA have executed this Agreement through their duly authorized officers.

For Nan McKay and Associates, Inc.:

Date: _____

By: _____

Signature

Catherine Ures

Printed Name

Vice President of Professional Services

Title

For City of Redondo Beach:

Date: _____

By: _____

Signature

William C. Brand

Printed Name

Mayor

Title

ATTEST:

Eleanor Manzano, City Clerk

APPROVED AS TO FORM:

Michael W. Webb, City Attorney



Attachment A

Pricing includes policy development for the following special programs:

- Emergency housing voucher (EHV)
- Project-based voucher (PBV)
- Veterans Affairs Supportive Housing (VASH)

If HA must include policies for any special programs not listed above, additional development time will be required at a rate of \$150 per hour.

Resource	Hourly Rate
Senior Consultant	\$150