

# Change Order # 1

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Project: 22-001 – Planning Consultant for Dev. Services

Contract Date: 09/07/2021

Change Order Effective Date: 07/19/2022

Change Order Issued to: S & Me, Inc.  
3201 Spring Forest Road  
Raleigh, NC 27616

You are directed to make the following changes to this Contract.

ITEM NO.	DESCRIPTION	Unit Price	Total
1	Peer Community Identification and Outreach	\$2,400.00	\$2,400.00
2	Summary Memorandum	\$2,000.00	\$2,000.00

The original Contract Sum was.....\$ 172,440.00

Net change by previously authorized Change Orders.....\$ 0

The Contract Sum prior to this Change Order was.....\$ 172,440.00

The Contract Sum will be decreased by this Change Order.....\$ 4,400.00

The new Contract Sum including this Change Order will be.....\$ 176,840.00

The Contract Time will be increased by **0** days

The Time allowed for completion is therefore **remains unchanged**

Owner  
 Effingham County Board of Commissioners  
 804 S. Laurel Street  
 Springfield, GA 31329

Contractor  
 S & Me, Inc.  
 3201 Spring Forest Road  
 Raleigh, NC 27616

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

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

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

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



June 15, 2022

Eric W. Larson, PE, AICP, CFM, CPSWQ  
Assistant County Manager  
Effingham County Board of Commissioners      via email: [elarson@effinghamcounty.org](mailto:elarson@effinghamcounty.org)

Reference:    **Proposal for Professional Planning Services - Rental Community Analysis**

Dear Mr. Larson:

S&ME, Inc. (S&ME) appreciates the opportunity to submit this additional services proposal to perform professional planning services. This proposal describes our understanding of the project, outlines our approach, schedule, and proposed fees for these services.

**SCOPE**

S&ME shall conduct a review of existing policies and ordinances from peer communities that have adopted regulations regarding single-family rental communities. Phone or video interviews may be conducted with peer communities to determine the effectiveness and intended/unintended consequences of various policy approaches. Based on these findings, S&ME will prepare a summary memorandum of the findings.

**TASK 1: PEER COMMUNITY IDENTIFICATION AND OUTREACH**

S&ME will prepare a list of cities and counties within Georgia to research and contact (up to 4 communities) who have enacted ordinances or regulations relating to single-family rental communities. S&ME will review the corresponding regulations and conduct a phone or video interview with applicable staff, if necessary, to understand the status and any feedback relating to the legislation.

**TASK 2: SUMMARY MEMORANDUM**

S&ME will prepare a summary memorandum of the findings that includes:

- A list of the peer communities interviewed and researched



- Interview questions
- A summary of each peer community interview describing effectiveness
- Ordinance and/or regulation summary
- Implementation status or regulations

## **SCHEDULE**

The project shall be completed within 30 days upon written receipt of the Notice to Proceed from Effingham County staff.

## **FEE**

For work under this Scope of Services, Effingham County shall compensate \$4,400 to complete these tasks by Lump Sum.

	<b>Senior Professional (\$200/hr)</b>	<b>Project Professional (\$100/hr)</b>	<b>Total Per Task</b>
Task 1	4	16	\$2,400
Task 2	8	4	\$2,000
Total	12	20	\$4,400

## **EXCLUDED SERVICES**

Without intending to provide an exhaustive list or description of all services or potential services that may be required and that S&ME can provide, the following services are specifically excluded from this proposal.

- Additional meetings
- Ordinance amendments, which are provided for under the Code Amendments contract, #21-7447

## **AUTHORIZATION**

An Agreement for Services (AS-071) is attached and is incorporated as a part of this proposal. Please indicate your acceptance of our proposal by signing the form and returning it to our office. We will then proceed with the performance of our services.



**CLOSURE**

S&ME appreciates the opportunity to submit this proposal to provide our services for this project. If you have any questions regarding the outlined scope of work, or if we may be of any further assistance, please call.

Sincerely,

**S&ME, Inc.**

A handwritten signature in blue ink that reads "Sarah Gould".

Sarah Sinatra Gould, AICP  
Placemaking Group Leader  
[sgould@smeinc.com](mailto:sgould@smeinc.com)  
954-205-3272 (mobile)

Enclosures: Agreement for Services (Form AS\_071)