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February 21, 2024

Eric Ceja | Director of Economic Development  
Economic Development Department | City of Palm Desert  
73-510 Fred Waring Drive | Palm Desert, California 92260-2578

**Subject: Change Order - Broadband Feasibility and Master Plan Study, City of Palm Desert**

Dear Eric,

At the request of the City of Palm Desert, HR Green is proposing the following Change Order to add Task 7 and Task 8 to Phase II of the Scope of Work for the Broadband Feasibility and Master Plan Study project. This Change Order includes an increase in the fee for the project. Approval of this Change Order will not change any other provisions of our contract.

**Phase II – Planning**

**Task 7 – Manage RFP Development and partner selection**

HR Green will develop a formal RFP for release by the City and assist with the collection of RFP responses, comparative pricing details and will act in an advisory capacity to assist with the selection of qualified partners. HR Green will use contract documents provided by the City for use in the bidding and award of any contract.

**Deliverables**

- Develop Partnership RFP for use by the City
- Manage Partner Selection Process
- Assist the City as needed to complete contract documents with any partners

**Task 8 - Grant Writing / Development**

HR Green staff will work as an extension of staff to gather necessary information and coordinate with State administrators to maximize the likelihood of receiving funding under the state's grant program, particularly the \$1.86 Billion allocated to California under the Broadband Equity, Access & Deployment (BEAD) program of the Infrastructure Investment and Jobs Act (IIJA). This grant opportunity and other legislative funding mechanisms can have significant positive impact on the scope, feasibility, and options of a broadband project. The availability of these sources to offset infrastructure and/or operational costs can provide the City of Palm Desert with a mechanism to fund better broadband options. In addition, HR Green has deep knowledge of federal funding and can assist with the development of applicable federal grant applications. Our collaborative approach focuses on researching and identifying costs and decisions aligned with your desired alternatives and assessing not only technical design but the financial consequences of those decisions.

**Gather Information / Pre-Position**

Meet with City officials and gather necessary information including mapping and current asset information. Coordinate with private providers on their plans to apply for grant funding. Review grants and discuss application with the California Public Utilities Commission and other State officials to determine probability of grant award.

**Coordinate Partner Support**

Outreach to regional partner organizations to seek support (letters of support, etc.) to strengthen the grant application process.

### Create Draft Submittal Grant Application

Complete grant application in compliance with various agency processes in conjunction with City staff.

### Finalize and Submit Planning Grant

Hold meeting to review content with City staff and complete edits/re-writes. Finalize and prepare package for submittal by the City and private-sector partner(s) to funding agencies.

### Monitoring and Maintenance of Grant Award

HR Green will provide support and monitoring for six months for grant awards to maintain compliance with program requirements. If the City would like HR Green to provide support for a longer period, then that will require additional fees. HR Green is invested in ensuring that the City of Palm Desert can receive the broadband grant assistance it needs and be able to leverage and grow its broadband infrastructure.

### Deliverables

- Create Draft Submittal Grant Application
- Finalize and Submit Planning Grant
- Monitoring and Maintenance of Grant Award

### Proposed Pricing

Task	Description of Task	Labor Task Total
Phase II - 7	Manage RFP Development and partner selection	\$9,092
Phase II - 8	Grant Writing / Development	\$10,792
	<b>Total:</b>	<b>\$19,884</b>

Thank you for considering this **Change Order** for this important project. We look forward to successfully completing these tasks, as well as this project for the City of Palm Desert. If you have any questions or require additional information, please contact Tim Jonasson by cellular phone at 760.250.6722 or by email at [tjonasson@hrgreen.com](mailto:tjonasson@hrgreen.com) or George Wentz at 949.939.5243 or by email at [gwentz@hrgreen.com](mailto:gwentz@hrgreen.com).

Please consider the following signature from George Wentz, as our sign off on this Change Order. Please sign in the space provided if the City authorizes HR Green to proceed with the work outlined in this Change Order.

Sincerely,

HR Green Pacific, Inc.



George A. Wentz, PE

Vice-President

City of Palm Desert

Signature\_\_\_\_\_

Print Name\_\_\_\_\_

Title\_\_\_\_\_