



20 N. Swinton Avenue
Delray Beach, FL 33444

Agenda Item #
February 22, 2018

~ CRA BOARD SUMMARY ~
**SECOND AMENDMENT TO AGREEMENT – LJ CRAIG & ASSOCIATES, INC. –
WORKLOAD ANALYSIS**

On September 19, 2017, the CRA entered into an Agreement with LJ Craig and Associates, Inc. to perform a workload analysis of existing CRA positions. On December 1, 2017, the CRA entered into the First Amendment to the Original Agreement to extend the Scope of Services completion date from December 15, 2017 to January 16, 2018. The Workload Analysis was completed and distributed to the CRA Staff and CRA Board. Individual meetings with CRA Staff have been completed and individual meetings with the CRA Board should be completed by February 23rd. Therefore, the Second Amendment to the Agreement is provided to extend the time for completion of the Scope of Services for an additional forty-five (45) days up to and including March 1, 2018.

Recommended Action:

Approve the Second Amendment to the Agreement with LJ Craig & Associates IBI Group (Florida) Inc. (IBI) to extend the time for completion of the Scope of Services for an additional forty-five (45) days up to and including March 1, 2018.

Submitted By: Jeff Costello, Executive Director

Attachments: Second Amendment to Agreement with LJ & Craig Associates, Inc.

**SECOND AMENDMENT TO THE AGREEMENT FOR COMPREHENSIVE
WORKLOAD ANALYSIS OF EXISTING POSITIONS BETWEEN THE DELRAY
BEACH COMMUNITY REDEVELOPMENT AGENCY AND L.J. CRAIG &
ASSOCIATES, INC.**

**THIS SECOND AMENDMENT TO THE AGREEMENT FOR COMPREHENSIVE
WORKLOAD ANALYSIS OF EXISTING POSITIONS** ("Second Amendment") is made
as of this ____ day of _____, 2018, *nunc pro tunc*, January 16, 2018, by
and between **L.J. CRAIG & ASSOCIATES, INC.**, a Florida Corporation, with offices at
779 St. Albans Drive, Boca Raton, FL 33486 (hereinafter referred to as
"CONSULTANT"), and the **DELRAY BEACH COMMUNITY REDEVELOPMENT
AGENCY**, a Florida public agency created pursuant to Chapter 163, Florida Statutes,
with an address of 20 N. Swinton Avenue, Delray Beach, FL 33444 (hereinafter
referred to as the "CRA").

WITNESSETH:

WHEREAS, the CRA and CONSULTANT previously entered into an Agreement
for Comprehensive Workload Analysis of Existing Positions dated September 19, 2017
(hereinafter referred to as the "Original Agreement"); and

WHEREAS, the CRA and CONSULTANT entered into the Original Agreement
for the CONSULTANT to perform the workload analysis for the CRA; and

WHEREAS, the Original Agreement provided for the CONSULTANT to complete
the Scope of Services on or before December 15, 2017; and

WHEREAS, on December 1, 2017, the CRA and CONSULTANT entered into the
First Amendment to the Original Agreement to extend the Scope of Services completion
date to January 16, 2018; and

WHEREAS, CRA and CONSULTANT desire to enter into this Second
Amendment in order to extend the time for completion of the Scope of Services for an

additional forty-five (45) days up to and including March 1, 2018.

NOW THEREFORE, in consideration of the promises, mutual covenants, provisions and undertakings hereinafter contained and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. That the recitals set forth above are true and correct and are incorporated herein by reference.

2. That the CRA and the CONSULTANT agree to extend the completion date for the Scope of Services provided by the CONSULTANT for an additional forty-five (45) days up to and including March 1, 2018.

3. That except as amended herein, the CRA and CONSULTANT ratify, approve and reaffirm the terms of the Original Agreement, and the Original Agreement shall remain in full force and effect, except as amended herein.

4. In the event of any conflict or ambiguity by and between the terms and provisions of the Original Agreement, the First Amendment, and this Second Amendment, the terms and provisions of this Second Amendment shall control to the extent of any such conflict or ambiguity.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

DELRAY BEACH COMMUNITY
REDEVELOPMENT AGENCY

ATTEST:

By: _____
Jeff Costello, Secretary

By: _____
Annette Gray, Chair

CONSULTANT:
L.J. CRAIG & ASSOCIATES, INC.,
a Florida corporation

ATTEST:

Secretary

By: _____
Print Name: _____
Title: _____

(CORPORATE SEAL)

STATE OF FLORIDA
COUNTY OF PALM BEACH

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgments, personally appeared _____ and _____ as _____ and Secretary, respectively, of L.J. Craig & Associates, Inc., a Florida corporation, and acknowledged executed the foregoing Agreement as the proper official of L.J. Craig & Associates, Inc., for the use and purposes mentioned in it and affixed the official seal of L.J. Craig & Associates, Inc., and that the instrument is the act and deed of L.J. Craig & Associates, Inc.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this ____ day of _____, 2018.

NOTARY PUBLIC

My Commission Expires: