

Date: January 16, 2014

To: Office of the Deputy Mayor for Planning and Economic Development ("DMPED")

Subject: McMillan Redevelopment – Contractor Change Directive #25

From: Vision McMillan Partners ("VMP")

In accordance with Section 9.3 of the Contract for Development Management Services (the "Contract") by and between the District of Columbia (acting through DMPED) and VMP, we are providing the District with a Contractor Change Directive, the details of which are contained within this memo.

As you are aware, our Stage One and Consolidated PUD Application was filed and accepted on November 22, 2013 by the Office of Planning (the "OP") following approval of the revised master plan and design guidelines by the Historic Preservation Review Board (the "HPRB") on October 31, 2013. The process of review and approval of our Application, requiring project management support, is ongoing and anticipated to continue through 3rd quarter of this year (FY 2014).

It is assumed the Project Manager will be responsible for the following primary tasks, as well as other additional functions as requested.

- Positioning the project, its partners and programmatic components for entitlement and regulatory approval;
- Advocacy of the Project, neighborhood relations, public relations, media relations, corporate social responsibility and local support of government relations activities, as well as meeting the information needs of the neighborhood and future customers;
- Assist in developing and implementing communications strategies, tactics and activities to ensure ongoing, consistent and targeted communications during the entire development process;
- Support the planning and development of the McMillan Retail Business and Merchandising Plan
- Assist with planning and framework for a business improvement/medical district that will operate following project completion;
- Assist with framework and negotiation of Community Benefits Agreement (CBA); and
- Assist with project sustainability planning and framework, to include LEED for Neighborhood Development (LEED ND), Green Communities and/or other similar initiatives.

These additional services are clearly critical to and will provide a material benefit to the continuation of the entitlement process. Therefore, VMP recommends that DMPED approve this Contractor Change Directive.

The cost of the proposed services is a fixed budget of \$24,000, which is exclusive of reimbursable expenses, and will not be exceeded without prior approval. This request does not represent a request for new funding, as the estimated budget is within previously allocated project funding.

If this Contractor Change Directive is acceptable to DMPED, please provide us written notice of your approval and VMP will process a Change Order. The Change Order resulting from this additional service will not result in any increase in the Contract Budget.

If you have questions or need any additional information, please do not hesitate to let us know.

Thank you. *AW*

Enclosure

- (A) Professional Service Agreement
- (B) Exhibit "A" – Project Manager Scope
- (C) The DMA Abstract attached as Exhibit "B"
- (D) Exhibit "C" Schedule of Payment