

**FIRST AMENDMENT  
TO PROFESSIONAL SERVICES AGREEMENT  
WITH  
METROPOLITAN PLANNING GROUP DBA M-GROUP**

**THIS FIRST AMENDMENT** is made and entered into this 10th day of January, 2023 (“Effective Date”), by and between the CITY OF FORT BRAGG, a municipal corporation, 416 N. Franklin Street, Fort Bragg, California 95437 (“City”), and METROPOLITAN PLANNING GROUP, DBA M-GROUP, a California corporation, 51 E. Campbell Avenue #1247, Campbell, California 95009 (“Consultant”).

**WHEREAS**, the City and Consultant entered into a Professional Services Agreement (“Contract”) on July 27, 2022 to provide contract planning services and development review for a Caltrans ADA project application, CDP 6-22; and

**WHEREAS**, the parties desire to amend the Contract to modify the Scope of Work and Compensation as set forth in Exhibit A attached hereto; and

**WHEREAS**, the cost of providing the additional services described in Exhibit A is \$2,989.00, which sum is approximately 22.8% of the total Contract amount of \$13,125.00, bringing the total sum of the project Not to Exceed \$16,114.00; and

**WHEREAS**, per Fort Bragg Municipal Code Section 3.20.060, the City Manager’s signing authority for change orders may not exceed 10% of the approved contract; and

**WHEREAS**, on January 9, 2023, by adoption of Resolution \_\_\_-2023, the Fort Bragg City Council approved the increase in compensation for this Contract; and

**WHEREAS**, there are still sufficient funds budgeted for these activities;

**NOW, THEREFORE**, for the aforementioned reasons and other valuable consideration, the receipt and sufficiency of which is acknowledged, City and Consultant hereby agree that the Professional Services Agreement for planning services on the Caltrans ADA project between City and Consultant dated July 27, 2022, is hereby amended as follows:

1. **Scope of Work:**  
Paragraph 1.1 (Scope of Work) is hereby amended to include the additional work described in Exhibit A attached hereto and incorporated herein by reference.
2. **Compensation and Billing:**  
Paragraph 2.1 (Compensation) is hereby amended to state that total compensation shall not exceed **Sixteen Thousand One Hundred Fourteen Dollars (\$16,114.00)**.
3. Except as expressly amended herein, the Professional Services Agreement between the City and Consultant dated July 27, 2022, is hereby reaffirmed.

**IN WITNESS WHEREOF**, the parties have executed this First Amendment the day and year first above written.

CITY OF FORT BRAGG:

CONSULTANT:

By: \_\_\_\_\_  
Peggy Ducey  
City Manager

By: \_\_\_\_\_  
Geoff Bradley  
President and Principal

ATTEST:

\_\_\_\_\_  
June Lemos, MMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Keith F. Collins  
City Attorney

# EXHIBIT A



**M-GROUP** *a new design on urban planning*

policy planning • urban design • environmental review • historic preservation • community engagement • staffing solutions

## MEMORANDUM

**Date:** January 3, 2023

**To:** Heather Gurewitz, Associate Planner

**From:** Olivia Ervin, Principal In Charge, Ranu Aggarwal, Principal Planner, M-Group

**Subject:** **Fort Bragg, Caltrans ADA upgrade to SR 1 project (CDP 6-22, DR 18-22) – Budget Augment**

The purpose of this memo is to request additional funds in the amount of **\$ 2,989.00** for this project because the budget has been exceeded due to unanticipated levels of effort required on entitlement processing for this project, particularly multiple reviews of technical reports, plans, and work required on the staff report above what we have typically anticipate for a document of this type.

### Contract Augment Summary

Task No.	Task	Initial Allocation (including contingency)	Funds Expended (as of January 1, 2023)	Difference
1	Entitlement Processing	\$ 7,875.00	\$ 12,658.00	- \$ 4,783.00
2	Project Management and Meetings	\$ 5,250.00	\$ 3,456.00	\$ 1,794.00
<b>Total Budget Augment</b>		<b>\$13,125.00</b>	<b>\$ 16,114.00</b>	<b>\$ 2,989.00</b>

Additional Funds Requested: \$ 2,989.00

Total Contract Plus Amendment: \$ 16,114.00

Thank you for your consideration. Please do not hesitate to contact us with any questions or concerns.