

EXHIBIT "A"

SCOPE OF SERVICES

CONSULTANT shall provide professional services for CITY focusing on programs related to the CITY's planning and development processes. The CONSULTANT shall manage these tasks below within the policy framework set forth by the CITY and act with independent judgement to ensure deliverables are met in accordance to the terms of this exhibit.

CONSULTANT shall complete review of the Parents & Friends Project, which proposes to demolish two buildings, the house and an outbuilding, on APN 18-090-12 at 350 Cypress Street. A third building, the Mendocino Coast Pharmacy (and a small shed), will be retained. Three residential buildings with four bedrooms and three bathrooms each are proposed for construction on the west approximate two-thirds of the lot. These are to serve as group homes for aging, disabled adults. The applicant requests a Coastal Development Permit. The project requires review by the CITY's Planning Commission.

Task Overview:

- Task 1 - Project Management
- Task 2 - Technical Review
- Task 3 - Environmental Review
- Task 4 - Report or Document Preparation
- Task 5 - Presentation
- Task 6 - Meeting Attendance

Task 1 – Project Management

Consulting Planner shall serve as the Project Manager for this project, which includes, but is not necessarily limited to the following: proactive application processing within city established timelines, to the extent feasible; establish a professional relationship with the applicant team, city staff and other project consultants; facilitate and coordinate meetings; maintain an organized and complete project file, remove extraneous material from the project file in compliance with the city's retention program; provide frequent updates to responsible City Contact; be responsive to city requests for information and project updates as needed; ensure overall quality assurance or work; properly invoice in accordance with this scope; and seek guidance from City Contact as needed.

Task 2 - Technical Review

Review the project in compliance with applicable technical codes, including state and federal law, local zoning codes, Coastal General Plan, Inland General Plan, Local Coast Program, Coastal Land Use & Development Code, City's Municipal Code, city policies, guidelines, plans and related documents that apply to the project. Apply these rules, regulations and procedures to the proposed project. *Project deemed complete on November 19, 2020. Any revisions shall be reviewed prior to Planning Commission meeting.*

Task 3 - Environmental Review

In consultation with City Contact, assess the project in compliance with the California Environmental Quality Act (CEQA); recommend appropriate level of environmental review and, upon agreement from City Contact, proceed preparing and/or overseeing the preparation of the applicable document or exception/exemption, as appropriate. This may require an amendment to the scope of work specific to drafting the CEQA document.

Task 4 - Report or Document Preparation

For projects that require a report, use the city’s templates to initiate and prepare reports, including all applicable attachments. Consulting Planner shall follow guidance and instruction from City Contact on format or other report-related procedures. Consulting Planner is expected to proactively monitor report review progress and adhere to the city’s report timelines, unless otherwise directed. For projects that require a formal determination letter, Consulting Planner shall use applicable city templates to document city action.

Task 5 - Presentation

For projects that require a presentation, the Consulting Planner shall be responsible for preparing and submitting for review to the City Contact PowerPoint presentations to any city board, commission or the city council at least five days in advance of the meeting.

Task 6 – Meeting Attendance

Consulting Planner is expected to attend a city-initiated inter-department meeting within the first 30 days of application submittal, any required meetings related to the environmental review process, and when applicable to the project, the Consulting Planner shall anticipate attending Planning Commission and City Council meetings. **(One Planning Commission meeting)**

Task 7 - Contingency

From time to time work goes beyond the anticipated tasks identified above. A ten percent (10%) contingency shall be applied to all projects. Requests to use contingency funds shall be agreed to in writing with the City Contact prior to using these funds.

A-1 SCHEDULE OF PERFORMANCE

CONSULTANT shall perform the Services so as to complete each task as specified below. The time to complete each milestone may be increased or decreased by mutual written agreement of CONSULTANT and CITY so long as all work is completed within the term of the Agreement.

SCHEDULE

Tasks	Description	Hours
Task 1	Project Management	32
Task 2	Technical Review	16
Task 3	Environmental Review	4
Task 4	Report or Document Preparation	20
Task 5	Presentation	4
Task 6	Meeting Attendance	6
Task 7	Contingency	8
Total Hours		90

A-2 BUDGET SCHEDULE

Tasks	Description	Hours	Hourly Rate	Total
Task 1	Project Management	32	\$145	\$4,640
Task 2	Technical Review	16	\$145	\$2,320
Task 3	Environmental Review	4	\$145	\$580
Task 4	Report or Document Preparation	20	\$145	\$2,900
Task 5	Presentation	4	\$145	\$580
Task 6	Meeting Attendance	6	\$145	\$870
Task 7	Contingency	8	\$145	\$1,160
Sub-total Basic Services		90	\$145	\$13,050
Reimbursable Expenses				\$0
Total Basic Services & Reimbursable Expenses				\$13,050
Maximum Total Compensation				\$13,050

EXHIBIT "A-3"
SCHEDULE OF RATES

M-GROUP STAFF	HOURLY RATE
Administrative Analyst/Planning Tech	\$80
Assistant Planner/Assistant Urban Designer	\$95
Associate Planner/Associate Urban Designer/GIS Services	\$125
Environmental Planner/Historic Preservation Specialist	\$135
Senior Planner/Senior Urban Designer	\$145
Principal Planner	\$165
Principal in Charge	\$250