



EXHIBIT A

City of Fort Bragg
Grocery Outlet
825 S. Franklin Street
LACO Project No. 8135.14
July 17, 2020

On June 3rd, August 2nd, and September 26, 2019, Best Development Group submitted applications CDP 8-19, DR 1-19, and MGR 1-19 to the City of Fort Bragg (Client) to facilitate construction of new Grocery Outlet Supermarket. The City is seeking assistance in processing the proposed application, including but not limited to project analysis with City General Plan, Zoning, and Design Review Guidelines, review of special studies and other application materials, California Environmental Quality Act (CEQA) document development and review, creation of the Staff Report and presentation to the City Planning Commission, and appeal to the City Council, if necessary.

The scope of services presented below describes the tasks required to complete the application processing and related services.

Task	Task Description	Estimated Cost
1000	Project Management, Client Communication, and Agency Coordination	\$2,600
2000	Review Application Materials and Consistency Analysis	\$2,500
3000	CEQA Document	\$10,000
3100	Analysis and response to comments	\$1,500
4000	Staff Report	\$2,672
5000	Planning Commission Presentation and Public Hearing	\$1,972
6000	Appeal Staff Report	\$1,500
7000	City Council Public Presentation and Public Hearing	\$ 1,900
	Estimated Time and Materials Total	\$24,644

Task 1000 – Project Management, Client Communication, and Agency Coordination

The project will be managed by LACO Associates (LACO). LACO will conduct coordination between the Applicant and CLIENT. Invoices and correspondence will be delivered to CLIENT. Task 1000 includes up to up to six hours of phone or video conference meetings with CLIENT to discuss project status and benchmarks. This task also includes up to four hours of discussion and updates directly with the applicant and up to four hours of discussion with referral agencies.

Task 2000– Review of Application Materials and Consistency Analysis.

LACO will conduct in depth review of the project application materials. All project application materials and correspondence will be provided to LACO from CLIENT electronically. This includes the original application materials and those submitted on April 8, 2020, in response to the consistency analysis prepared by CLIENT. LACO will review all submitted special studies, and make recommendations on the adequacy of the studies. Studies to be reviewed include but are not limited to Traffic, Biological, and a cultural records search. LACO will review project status to ensure all procedures prescribed by AB52 have been followed.

Following the review of application materials, LACO will revise the Consistency Analysis previously prepared CLIENT, and update based on the information provided by the applicant. LACO will make a recommendation on whether the project is consistent with applicable codes and regulations, and if the project is complete enough for public hearing. If additional materials are needed LACO will prepare a letter to the applicant.

Task 3000 – CEQA document

LACO will prepare the Initial Study/Mitigated Negative Declaration in the format prescribed by the CLIENT. The IS/ MND will be prepared using the special studies provided by the applicant and publicly available resources. LACO will prepare the Mitigation Monitoring and Reporting Program (MMRP) for review by the CLIENT. LACO will deliver the environmental documents to the CLIENT for circulation.

Task 3100 – Analysis and response to comments

If public comments are received during the Initial Study circulation period. Upon consultation with CLIENT, LACO will provide responses to the comments as necessary, and revise the Environmental Document as needed. Up to 10 hours has been allotted for this task. Should extensive public comments be received an amendment may be required.

Task 4000 – Staff Report

LACO will draft a Staff Report for the project in the form prescribed by the CLIENT. Staff Report will include recommendations, findings, and conditions of approval based on the project consistency and environmental analysis. Staff Report will include all necessary maps and attachments. LACO will also prepare a draft notice.

Task 5000 – Planning Commission Public Hearing

LACO will attend one (1) public hearing of the Planning Commission (anticipated via ZOOM), and present the application on behalf of and as staff to the CLIENT. LACO will prepare a Power Point presentation which will be provided to CLIENT for review prior to the hearing. LACO staff will be available and prepared to address project related questions during the hearing.

Should a continuance occur and additional meetings be required LACO may request an amendment to the anticipated budget. It is assumed that meetings will be held via Zoom or other electronic platform. If travel to the Planning Commission hearing is required, LACO will charge separately for travel time.

Task 6000 – Appeal Staff Report

Should this project be appealed to the City Council, LACO will draft a Staff Report for the project in the form prescribed by the CLIENT. Staff Report will include recommendations, findings, and conditions of approval based on the project consistency and environmental analysis. Staff Report will include all necessary maps and attachments. LACO will also prepare a draft notice.

Task 7000- City Council Public Hearing

Should this project be appealed to the City Council, LACO will attend one (1) public hearing of the Fort Bragg City Council (anticipated via ZOOM), and present the appeal on behalf of and as staff to the CLIENT. LACO will prepare a Power Point presentation which will be provided to CLIENT for review prior to the hearing. LACO staff will be available and prepared to address project related questions during the hearing.

Should a continuance occur and additional meetings be required LACO may request an amendment to the anticipated budget. It is assumed that meetings will be held via Zoom or other electronic platform. If travel to the Planning Commission hearing is required, LACO will charge separately for travel time.

SPECIAL CONDITIONS, ASSUMPTIONS, AND SERVICES NOT PROVIDED

- CLIENT will pay all public agency fees associated with this project.
- LACO does not make any guarantee of the viability of the project, the date upon which approvals will be received, or the successful completion of the project. LACO does not possess any control over the discretionary approval process employed by any involved government agency, or the timely processing of application submittals.
- Task budgets are estimates of required effort; to meet project objectives, LACO may adjust the budget allocations for tasks, but may not invoice in excess of the total estimated cost without written approval from CLIENT.
- Tasks not specifically identified above are not included in this scope of services.