

SCOPE OF SERVICES

It is Quad Knopf's understanding that the City desires to retain Quad Knopf to act as Contract Planners for the City of Lemoore. This would be an interim solution for the City on a month-to-month basis. Quad Knopf would complete work and transfer it back to the City for an orderly transition after receiving a written 30-day notice.

The scope of work would be divided into two tasks. Task 1 involves filling the role of City Planner and Planning Staff for the processing of discretionary planning permits and running the Planning Commission. Task 2 involves making recommendations for changes to the City Zoning Ordinance that would serve to streamline planning activities, remove unnecessary requirements and processes, and encourage a pro-business atmosphere in the city.

Task 1 would include:

- ◆ Assisting Lemoore staff who will be handling the planning counter with guidance, advice, training, and direction on planning and zoning issues and questions.
- ◆ Interpreting Lemoore's planning and zoning laws, policies, and ordinances.
- ◆ Preparing staff reports for discretionary planning projects that need Planning Commission and/or City Council approval.
- ◆ Serving as City Planner for Planning Commission meetings.
- ◆ These duties and responsibilities include an estimate of approximately 10-15 hours per week and would be dependent on the amount of development activity.

Task 2 would include:

- ◆ Assisting Lemoore in determining revisions to the existing Zoning Ordinance that serve the purpose of removing unneeded regulation and/or streamline permitting processes and encourage a pro-business atmosphere in the city.
- ◆ These duties including meeting with staff, leading Planning Commission study sessions as needed, writing revised language, and taking the revisions through the public hearing process.

COMMUNICATION PLAN

Steve Brandt will be the main contact for the scope of work identified above. Mr. Brandt will report to the City Manager for issues related to definition of scope of work, fees and billing. Mr. Brandt will report to David Wlaschin for day-to-day issues as they occur. Invoices will be sent to Mr. Wlaschin's attention. There will also be a strong working relationship with Judy Holwell on planning and development projects coming into the city for review.

We believe that by utilizing a team approach Quad Knopf can provide the best service at the most efficient price. The team approach will allow us to assign work based on individual strengths and experience. All Quad Knopf team coordination will be handled by Steve Brandt, resulting in no extra effort on the part of the City. Travis Crawford will serve as Mr. Brandt's back-up when needed.

FEE SCHEDULE

Quad Knopf will complete work associated with this proposal on a time and materials basis, with a maximum set by the City not to be exceeded on an annual basis, unless otherwise approved in writing by the City Manager. The maximum amount set for July 1, 2013 to June 30, 2014 for Task 1 Services will be \$100,000. The maximum amount set for May 2, 2013 to June 30, 2013 for Task 1 will be prorated from the 2013-14 yearly amount, which is \$16,400. The maximum amount set for Task 2 Services will be \$30,000.

The work will be performed by associate and senior level planners. Planning Commission meetings (and Council meetings, when needed) will be attended by a senior planner. Steve Brandt will be the primary individual assigned to interact with City staff and decision makers and to direct work to Quad Knopf staff and will be billed at an 18.5% discount from his typical hourly rate. Other planners identified below may also provide planning assistance as needed, and will be billed at Quad Knopf's hourly rates with Lemoore's 10% City discount applied to the total amount. The effective hourly rates are estimated as follows:

Title	Planner	Discount	Rate with Discount Factored In
Principal Entitlements Specialist- AICP	Steve Brandt	18.5%	\$128/hour
Senior Environmental Planner- AICP	Travis Crawford	10%	\$128/hour
Associate Planner	David Duda	10%	\$109/hour
Associate Planner - AICP	Ginger White	10%	\$109/hour

Additional Quad Knopf staff may be required to prepare materials either for the individuals identified above or directly for City staff from time to time. Time spent by these individuals will also be billed to the City in accordance with Lemoore's 10% City discount.

We estimate that these rates with a \$100,000 maximum amount would provide for a rough average of 10 to 15 hours of staff time on Task 1 Lemoore planning work per week.

Direct charges as needed, such as parcel post, printing and reproduction, will be billed at cost plus fifteen percent (15%). Transportation expenses will be billed at \$0.63/mile. Mileage would not be charged to attend Planning Commission, Council meetings, or meetings with staff.

Rates are effective through June 30, 2014. If the planning contract assignment extends beyond that date, a new rate schedule may be negotiated. We will provide monthly reporting of charges so the City can monitor the amounts expended, so as to avoid going over the budgeted maximum amounts.