

**EXHIBIT A**

**THIRD AMENDMENT  
TO PROFESSIONAL SERVICES AGREEMENT NUMBER F001111  
WITH LAND LOGISTICS, INC.**

This Third Amendment to Agreement number F001111, dated December 22, 2015 ("Agreement") is made as of this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between the City of Santa Rosa, a municipal corporation ("City"), Land Logistics, Inc., a California corporation ("Consultant").

**RECITALS**

- A. City and Consultant entered into the Agreement for Consultant to provide temporary agency staffing support with entry- and senior-level planning consultants for the purpose of processing and plan checking a wide range of development projects and entitlement applications, as previously amended on June 20, 2017 for revising the scope of services, increasing compensation and time of performance.
- B. City and Consultant now desire to amend the Agreement for the purpose of revising the scope of services, increasing compensation and time of performance.

**AMENDMENT**

**NOW, THEREFORE**, the parties agree to amend the Agreement as follows:

1. Section 1. Scope of Services

Exhibit A-1 to the Agreement is replaced by Exhibit A-2 to this Amendment.

2. Section 2. Compensation

Section 2(c) is amended to increase the compensation payable to Consultant under the Agreement by \$150,000 to read as follows:

"Notwithstanding any other provision in this Agreement to the contrary, the total maximum compensation to be paid for the satisfactory accomplishment and completion of all tasks set forth above shall in no event exceed the sum of four hundred thousand dollars and no cents (\$450,000). The City's Chief Financial Officer is authorized to pay all proper claims from Charge Number 080301-5320."

3. Section 12. Time of Performance

The last sentence of Section 12 is amended to read as follows:

"Consultant shall complete all the required services and tasks and complete and tender all deliverables to the reasonable satisfaction of City, not later than March 31, 2019."

All other terms of the Agreement shall remain in full force and effect.

Executed as of the day and year first above stated.

**CONSULTANT:**

Name of Firm: Land Logistics, Inc.

TYPE OF BUSINESS ENTITY (*check one*):

- Individual/Sole Proprietor
- Partnership
- Corporation
- Limited Liability Company
- Other (please specify: \_\_\_\_\_)

Signatures of Authorized Persons:

By: Brian Millar

Print Name: Brian Millar

Title: President

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CITY OF SANTA ROSA**  
a Municipal Corporation

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

APPROVED AS TO FORM:

  
Office of the City Attorney

ATTEST:

\_\_\_\_\_  
City Clerk

City of Santa Rosa Business Tax Cert. No.

9997054386

Attachment: Exhibit A-2 - Scope of Services

February 13, 2018

Clare Hartman, AICP  
Deputy Director - Planning  
Planning & Economic Development Department  
City of Santa Rosa  
100 Santa Rosa Avenue, Room 3  
Santa Rosa, CA 95404

**Re: Amendment to Contract for Agency Staffing for Planning Division / Proposed Scope of Services**

Dear Ms. Hartman,

LAND LOGISTICS is pleased to submit this amended summary contract proposal to continue to provide Contract Planning Staff Support Services to the City of Santa Rosa's Planning Division, Development Review Section.

**Understanding of City's Request for Services**

LAND LOGISTICS understands that the City of Santa Rosa continues to seek Plan Review Service support, with this contract amendment focusing on entry- and senior-level contract staff. The range of anticipated duties would focus on standard permit processing, including tree permits, signs, minor design review, hillside development, landmark alterations and selected use permits, as well as more complex Planning development projects, policy preparation, and long-range Planning projects which would be assigned to our senior staff. The City may also seek assistance in preparing appropriate CEQA documentation.

**Proposed Staffing Details**

LAND LOGISTICS would continue to utilize Monet Sheikhalil and proposes to add the support services of Gary Broad for this assignment. Mr. Broad brings over 25 years of Planning and management experience to this assignment, including having worked as a Planner in multiple North Coast area agencies and as a Town Manager. He has worked on a wide variety of Planning projects, including processing of complex urban and mixed-use developments.

**Proposed Scope of Work**

General work responsibilities under this amended contract for LAND LOGISTICS staff are expected to include the following:

- Work closely with City staff as directed by the Deputy Director of Community & Economic Development – Planning Division and the Supervising Planners.
- Ms. Sheikhalil would continue to provide front-counter support services to the Department, and in processing minor land use and development permits as assigned by the Supervising Planners. These are expected to include:
  - Tree removal permits.

- Sign permits.
- Minor design review projects.
- Hillside development.
- Landmark alterations.
- Use permits.
- Zoning verification letters.
- Preparation of associated CEQA documentation.
- Processing of development applications will include initial application referrals, initial project analysis, preparing correspondence, maintaining hard-copy and electronic file records, preparation of draft and final staff reports, conditions of approval and resolutions, and associated plan checks.
- Mr. Broad would be expected to primarily process complex development projects, as assigned, including:
  - Tentative Maps.
  - Major design review projects.
  - Rezones.
  - Residential development, including apartment projects and high-density, mixed-use projects in the downtown area.
  - Preparation of associated CEQA documentation.
  - Processing of development applications will include initial application referrals, initial project analysis, preparing correspondence, maintaining hard-copy and electronic file records, preparation of draft and final staff reports, conditions of approval and resolutions, and associated plan checks.
  - Conduct policy-level research.
  - Assist, as requested, on various long-range Planning assignments.
- Ensure effective communication with the public and City staff on assigned development project reviews.
- Attend meetings as directed by the Deputy Director or Supervising Planners.
- Perform other duties and research as assigned by the Deputy Director or Supervising Planners.

LAND LOGISTICS will continue to make Ms. Sheikhalí's services available for 32 hours per week and would be performed on-site at the City offices, consisting of 4 full consecutive work days. Additional hours would be performed in response to workload, as directed by the Supervising Planner. Mr. Broad would provide 3 days and an expected 24 hours of work per week. The majority of Mr. Broad's project management work is expected to be performed remotely, though meetings, file reviews and similar functions will require some presence and coordination directly with staff at the City offices. Staff work schedules will be coordinated in advance with the Supervising Planners.

#### **Billing Rates**

LAND LOGISTICS will provide the above services at the following rates:

- Ms. Sheikhalí will bill at a rate of \$70/hour.
- Mr. Broad will bill at a rate of \$125/hour.
- This collective scope of work under this amended contract will not exceed contract terms billing without prior authorization from the City and amendment to this scope of services.
- LAND LOGISTICS will provide monthly invoices summarizing work efforts.

**Terms of Contract**

It is anticipated that the term of this contract amendment would run up to March 2019, with extension of time of service possible subject to LAND LOGISTICS's and the City of Santa Rosa's agreement as to terms and conditions. The term of this contract may also be reduced, at the discretion of the City. LAND LOGISTICS would propose to use the terms of our current Professional Services Agreement, and its terms, insurance coverage and contractor requirements.

If you have any questions regarding this proposal, please contact me at (530) 902-9218, or by email at [brian@landlogistics.com](mailto:brian@landlogistics.com).

We look forward to working with you and City staff in the coming months.

Sincerely,

A handwritten signature in blue ink that reads "B Millar".

Brian Millar, AICP  
President

Land Logistics  
216 F Street, #38  
Davis, CA 95616

cc: Jessica Jones, Supervising Planner  
Bill Rose, Supervising Planner