

**CITY OF SANTA ROSA
PROFESSIONAL SERVICES AGREEMENT
WITH BKF Engineers
AGREEMENT NUMBER _____**

This "Agreement" is made as of this ____ day of ____, 2026, by and between the City of Santa Rosa, a municipal corporation ("City"), and BKF Engineers, a California Corporation ("Consultant").

R E C I T A L S

A. City desires to prepare an update to the North Santa Rosa Station Area Specific Plan and complete the necessary environmental review required under the California Environmental Quality Act (CEQA).

B. City desires to retain a qualified firm to conduct the services described above in accordance with the Scope of Services as more particularly set forth in Exhibit A to the Agreement.

C. Consultant represents to City that it is a firm composed of highly trained professionals and is fully qualified to conduct the services described above and render advice to City in connection with said services.

D. The parties have negotiated upon the terms pursuant to which Consultant will provide such services and have reduced such terms to writing.

AGREEMENT

NOW, THEREFORE, City and Consultant agree as follows:

1. SCOPE OF SERVICES

Consultant shall provide to City the services described in Exhibit A ("Scope of Services"). Consultant shall provide these services at the time, place, and in the manner specified in Exhibit A. Exhibit A is attached hereto for the purpose of defining the manner and scope of services to be provided by Consultant and is not intended to, and shall not be construed so as to, modify or expand the terms, conditions or provisions contained in this Agreement. In the event of any conflict between this Agreement and any terms or conditions of any document prepared or provided by Consultant and made a part of this Agreement, including without limitation any document relating to the scope of services or payment therefor, the terms of this Agreement shall control and prevail.

2. COMPENSATION

a. City shall pay Consultant for services rendered pursuant to this Agreement at the rates, times and in the manner set forth in Exhibit B. Consultant shall submit monthly statements to City which shall itemize the services performed as of the date of the statement and set forth a progress report, including work accomplished during the period, percent of each task completed, and planned effort for the next period. Invoices shall identify personnel who have worked on the services provided, the number

of hours each worked during the period covered by the invoice, the hourly rate for each person, and the percent of the total project completed, consistent with the rates and amounts shown in Exhibit B.

b. The payments prescribed herein shall constitute all compensation to Consultant for all costs of services, including, but not limited to, direct costs of labor of employees engaged by Consultant, travel expenses, telephone charges, copying and reproduction, computer time, and any and all other costs, expenses and charges of Consultant, its agents and employees. In no event shall City be obligated to pay late fees or interest, whether or not such requirements are contained in Consultant's invoice.

c. 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 services to be performed hereunder shall in no event exceed the sum of four hundred forty-three thousand six hundred and eight-five dollars and no cents (\$443,685.00). The City's Chief Financial Officer is authorized to pay all proper claims from Charge Numbers 08073 and 08015.

3. DOCUMENTATION; RETENTION OF MATERIALS

a. Consultant shall maintain adequate documentation to substantiate all charges as required under Section 2 of this Agreement.

b. Consultant shall keep and maintain full and complete documentation and accounting records concerning all extra or special services performed by it that are compensable by other than an hourly or flat rate and shall make such documents and records available to authorized representatives of City for inspection at any reasonable time.

c. Consultant shall maintain the records and any other records related to the performance of this Agreement and shall allow City access to such records during the performance of this Agreement and for a period of four (4) years after completion of all services hereunder.

4. INDEMNITY

a. Consultant shall, to the fullest extent permitted by law, indemnify, protect, defend and hold harmless City, and its employees, officials and agents ("Indemnified Parties") from all claims, demands, costs or liability (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, interest, defense costs, and expert witness fees), that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant, its officers, employees, or agents, in said performance of professional services under this Agreement, excepting only liability arising from the sole negligence, active negligence or intentional misconduct of City.

b. The existence or acceptance by City of any of the insurance policies or coverages described in this Agreement shall not affect or limit any of City's rights under this Section 4, nor shall the limits of such insurance limit the liability of Consultant hereunder. This Section 4 shall not apply to any intellectual property claims, actions, lawsuits or other proceedings subject to the provisions of Section

17(b), below. The provisions of this Section 4 shall survive any expiration or termination of this Agreement.

5. INSURANCE

a. Consultant shall maintain in full force and effect all of the insurance coverage described in, and in accordance with, Attachment One, "Insurance Requirements." Maintenance of the insurance coverage set forth in Attachment One is a material element of this Agreement and a material part of the consideration provided by Consultant in exchange for City's agreement to make the payments prescribed hereunder. Failure by Consultant to (i) maintain or renew coverage, (ii) provide City notice of any changes, modifications, or reductions in coverage, or (iii) provide evidence of renewal, may be treated by City as a material breach of this Agreement by Consultant, whereupon City shall be entitled to all rights and remedies at law or in equity, including but not limited to immediate termination of this Agreement. Notwithstanding the foregoing, any failure by Consultant to maintain required insurance coverage shall not excuse or alleviate Consultant from any of its other duties or obligations under this Agreement. In the event Consultant, with approval of City pursuant to Section 6 below, retains or utilizes any subcontractors or subconsultants in the provision of any services to City under this Agreement, Consultant shall assure that any such subcontractor has first obtained, and shall maintain, all of the insurance coverages set forth in the Insurance Requirements in Attachment One.

b. Consultant agrees that any available insurance proceeds broader than or in excess of the coverages set forth in the Insurance Requirements in Attachment One shall be available to the additional insureds identified therein.

c. Consultant agrees that the insurance coverages and limits provided under this Agreement are the greater of: (i) the coverages and limits specified in Attachment One, or (ii) the broader coverages and maximum limits of coverage of any insurance policy or proceeds available to the name insureds.

6. ASSIGNMENT

Consultant shall not assign any rights or duties under this Agreement to a third party without the express prior written consent of City, in City's sole and absolute discretion. Consultant agrees that the City shall have the right to approve any and all subcontractors and subconsultants to be used by Consultant in the performance of this Agreement before Consultant contracts with or otherwise engages any such subcontractors or subconsultants.

7. NOTICES

Except as otherwise provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party, shall be in writing and may be served by personal delivery to the person or the office of the person identified below. Service may also be made by mail, by placing first-class postage, and addressed as indicated below, and depositing in the United States mail to:

City Representative:

Consultant Representative:

Amy Nicholson
100 Santa Rosa Avenue Room 3
Santa Rosa, CA 95404
707-543-3258

Emily Elliott
111 Santa Rosa Avenue Suite 100
Santa Rosa, CA 95404
707-583-8500

8. INDEPENDENT CONTRACTOR

a. It is understood and agreed that Consultant (including Consultant's employees) is an independent contractor and that no relationship of employer-employee exists between the parties hereto for any purpose whatsoever. Neither Consultant nor Consultant's assigned personnel shall be entitled to any benefits payable to employees of City. City is not required to make any deductions or withholdings from the compensation payable to Consultant under the provisions of this Agreement, and Consultant shall be issued a Form 1099 for its services hereunder. As an independent contractor, Consultant hereby agrees to indemnify and hold City harmless from any and all claims that may be made against City based upon any contention by any of Consultant's employees or by any third party, including but not limited to any state or federal agency, that an employer-employee relationship or a substitute therefor exists for any purpose whatsoever by reason of this Agreement or by reason of the nature and/or performance of any services under this Agreement.

b. It is further understood and agreed by the parties hereto that Consultant, in the performance of Consultant's obligations hereunder, is subject to the control and direction of City as to the designation of tasks to be performed and the results to be accomplished under this Agreement, but not as to the means, methods, or sequence used by Consultant for accomplishing such results. To the extent that Consultant obtains permission to, and does, use City facilities, space, equipment or support services in the performance of this Agreement, this use shall be at the Consultant's sole discretion based on the Consultant's determination that such use will promote Consultant's efficiency and effectiveness. Except as may be specifically provided elsewhere in this Agreement, the City does not require that Consultant use City facilities, equipment or support services or work in City locations in the performance of this Agreement.

c. If, in the performance of this Agreement, any third persons are employed by Consultant, such persons shall be entirely and exclusively under the direction, supervision, and control of Consultant. Except as may be specifically provided elsewhere in this Agreement, all terms of employment, including hours, wages, working conditions, discipline, hiring, and discharging, or any other terms of employment or requirements of law, shall be determined by Consultant. It is further understood and agreed that Consultant shall issue W-2 or 1099 Forms for income and employment tax purposes, for all of Consultant's assigned personnel and subcontractors.

d. The provisions of this Section 8 shall survive any expiration or termination of this Agreement. Nothing in this Agreement shall be construed to create an exclusive relationship between City and Consultant. Consultant may represent, perform services for, or be employed by such additional persons or companies as Consultant sees fit.

9. ADDITIONAL SERVICES

Changes to the Scope of Services shall be by written amendment to this Agreement and shall be paid on an hourly basis at the rates set forth in Exhibit B, or paid as otherwise agreed upon by the parties in writing prior to the provision of any such additional services.

10. SUCCESSORS AND ASSIGNS

City and Consultant each binds itself, its partners, successors, legal representatives and assigns to the other party to this Agreement and to the partners, successors, legal representatives and assigns of such other party in respect of all promises and agreements contained herein.

11. TERM, SUSPENSION, TERMINATION

a. This Agreement shall become effective on the date that it is made, set forth on the first page of the Agreement, and shall continue in effect until both parties have fully performed their respective obligations under this Agreement, unless sooner terminated as provided herein.

b. City shall have the right at any time to temporarily suspend Consultant's performance hereunder, in whole or in part, by giving a written notice of suspension to Consultant. If City gives such notice of suspension, Consultant shall immediately suspend its activities under this Agreement, as specified in such notice.

c. City shall have the right to terminate this Agreement for convenience at any time by giving a written notice of termination to Consultant. Upon such termination, Consultant shall submit to City an itemized statement of services performed as of the date of termination in accordance with Section 2 of this Agreement. These services may include both completed work and work in progress at the time of termination. City shall pay Consultant for any services for which compensation is owed; provided, however, City shall not in any manner be liable for lost profits that might have been made by Consultant had the Agreement not been terminated or had Consultant completed the services required by this Agreement. Consultant shall promptly deliver to City all documents related to the performance of this Agreement in its possession or control. All such documents shall be the property of City without additional compensation to Consultant.

12. TIME OF PERFORMANCE

The services described herein shall be provided during the period, or in accordance with the schedule, set forth in Exhibit A. Consultant shall complete all the required services and tasks and complete and tender all deliverables to the reasonable satisfaction of City, not later than July 1, 2027.

13. STANDARD OF PERFORMANCE

Consultant shall perform all services performed under this Agreement in the manner and according to the standards currently observed by a competent and licensed practitioner of Consultant's profession in California. All deliverables of whatsoever nature that Consultant delivers to City shall be prepared in a professional manner and conform to the standards of quality normally observed by a person

currently practicing in Consultant's profession, and shall be provided in accordance with any schedule of performance. Consultant shall assign only licensed (when required) and competent personnel to perform services under this Agreement. Consultant shall notify City in writing of any changes in Consultant's staff assigned to perform the services under this Agreement prior to any such performance. In the event that City, at any time, desires the removal of any person assigned by Consultant to perform services under this Agreement, because City, in its sole discretion, determines that such person is not performing in accordance with the standards required herein, Consultant shall remove such person immediately upon receiving notice from City of the desire of City for the removal of such person.

14. CONFLICTS OF INTEREST

Consultant covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, that would conflict in any manner with the interests of City or that would in any way hinder Consultant's performance of services under this Agreement. Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor, without the written consent of City. Consultant agrees to avoid conflicts of interest or the appearance of any conflicts of interest with the interests of City at all times during the performance of this Agreement.

15. CONFLICT OF INTEREST REQUIREMENTS

a. **Generally.** The City's Conflict of Interest Code requires that individuals who qualify as "consultants" under the Political Reform Act, California Government Code sections 87200 *et seq.*, comply with the conflict of interest provisions of the Political Reform Act and the City's Conflict of Interest Code, which generally prohibit individuals from making or participating in the making of decisions that will have a material financial effect on their economic interests. The term "consultant" generally includes individuals who make governmental decisions or who serve in a staff capacity.

b. **Conflict of Interest Statements.** The individual(s) who will provide services or perform work pursuant to this Agreement are "consultants" within the meaning of the Political Reform Act and the City's Conflict of Interest Code:
____ yes ☒ no (check one)

If "yes" is checked by the City, Consultant shall cause the following to occur within 30 days after execution of this Agreement:

- (1) Identify the individuals who will provide services or perform work under this Agreement as "consultants"; and
- (2) Cause these individuals to file with the City Clerk the assuming office statements of economic interests required by the City's Conflict of Interest Code.

Thereafter, throughout the term of the Agreement, Consultant shall cause these individuals to file with the City Clerk annual statements of economic interests, and "leaving office" statements of economic interests, as required by the City's Conflict of Interest Code.

The above statements of economic interests are public records subject to public disclosure under the California Public Records Act. The City may withhold all or a portion of any payment due under this Agreement until all required statements are filed.

16. CONFIDENTIALITY OF CITY INFORMATION

During performance of this Agreement, Consultant may gain access to and use City information regarding inventions, machinery, products, prices, apparatus, costs, discounts, future plans, business affairs, governmental affairs, processes, trade secrets, technical matters, systems, facilities, customer lists, product design, copyright, data, and other vital information (hereafter collectively referred to as "City Information") that are valuable, special and unique assets of the City. Consultant agrees to protect all City Information and treat it as strictly confidential, and further agrees that Consultant shall not at any time, either directly or indirectly, divulge, disclose or communicate in any manner any City Information to any third party without the prior written consent of City. In addition, Consultant shall comply with all City policies governing the use of the City network and technology systems. A violation by Consultant of this Section 16 shall be a material violation of this Agreement and shall justify legal and/or equitable relief.

17. CONSULTANT INFORMATION

a. City shall have full ownership and control, including ownership of any copyrights, of all information prepared, produced, or provided by Consultant pursuant to this Agreement, except for Consultants pre-existing intellectual property. In this Agreement, the term "information" shall be construed to mean and include: any and all work product, submittals, reports, plans, specifications, and other deliverables consisting of documents, writings, handwritings, typewriting, printing, photostatting, photographing, computer models, and any other computerized data and every other means of recording any form of information, communications, or representation, including letters, works, pictures, drawings, sounds, or symbols, or any combination thereof. Consultant shall not be responsible for any unauthorized modification or use of such information for other than its intended purpose by City.

b. Consultant shall fully defend, indemnify and hold harmless City, its officers and employees, and each and every one of them, from and against any and all claims, actions, lawsuits or other proceedings alleging that all or any part of the information prepared, produced, or provided by Consultant pursuant to this Agreement infringes upon any third party's trademark, trade name, copyright, patent or other intellectual property rights. City shall make reasonable efforts to notify Consultant not later than ten (10) days after City is served with any such claim, action, lawsuit or other proceeding, provided that City's failure to provide such notice within such time period shall not relieve Consultant of its obligations hereunder, which shall survive any termination or expiration of this Agreement.

c. All proprietary and other information received from Consultant by City, whether received in connection with Consultant's proposal, will be disclosed upon receipt of a request for disclosure, pursuant to the California Public Records Act; provided, however, that, if any information is set apart and clearly marked "trade secret" when it is provided to City, City shall give notice to Consultant

of any request for the disclosure of such information. Consultant shall then have five (5) days from the date it receives such notice to enter into an agreement with the City, satisfactory to the City Attorney, providing for the defense of, and complete indemnification and reimbursement for all costs (including plaintiff's attorneys' fees) incurred by City in any legal action to compel the disclosure of such information under the California Public Records Act. Consultant shall have sole responsibility for defense of the actual "trade secret" designation of such information.

d. The parties understand and agree that any failure by Consultant to respond to the notice provided by City and/or to enter into an agreement with City, in accordance with the provisions of subsection c, above, shall constitute a complete waiver by Consultant of any rights regarding the information designated "trade secret" by Consultant, and such information shall be disclosed by City pursuant to applicable procedures required by the Public Records Act.

18. MISCELLANEOUS

a. Entire Agreement. This Agreement contains the entire agreement between the parties. Any and all verbal or written agreements made prior to the date of this Agreement are superseded by this Agreement and shall have no further effect.

b. Modification. No modification or change to the terms of this Agreement will be binding on a party unless in writing and signed by an authorized representative of that party.

c. Compliance with Laws. Consultant shall perform all services described herein in compliance with all applicable federal, state and local laws, rules, regulations, and ordinances, including but not limited to, (i) the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, et seq.) ("ADA"), and any regulations and guidelines issued pursuant to the ADA; and (ii) Labor Code sections 1720, et seq., which require prevailing wages (in accordance with DIR determinations at www.dir.ca.gov) be paid to any employee performing work covered by Labor Code sections 1720 et seq. Consultant shall pay to the City when due all business taxes payable by Consultant under the provisions of Chapter 6-04 of the Santa Rosa City Code. The City may deduct any delinquent business taxes, and any penalties and interest added to the delinquent taxes, from its payments to Consultant.

d. Discrimination Prohibited. With respect to the provision of services under this Agreement, Consultant agrees not to discriminate against any person because of the race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status of that person.

e. Governing Law; Venue. This Agreement shall be governed, construed and enforced in accordance with the laws of the State of California. Venue of any litigation arising out of or connected with this Agreement shall lie exclusively in the state trial court in Sonoma County in the State of California, and the parties consent to jurisdiction over their persons and over the subject matter of any such litigation in such court, and consent to service of process issued by such court.

f. Waiver of Rights. Neither City acceptance of, or payment for, any service or performed

by Consultant, nor any waiver by either party of any default, breach or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

g. Incorporation of Attachments and Exhibits. The attachments and exhibits to this Agreement are incorporated and made part of this Agreement, subject to terms and provisions herein contained.

19. AUTHORITY; SIGNATURES REQUIRED FOR CORPORATIONS

Consultant hereby represents and warrants to City that it is (a) a duly organized and validly existing Corporation, formed and in good standing under the laws of the State of California, (b) has the power and authority and the legal right to conduct the business in which it is currently engaged, and (c) has all requisite power and authority and the legal right to consummate the transactions contemplated in this Agreement. Consultant hereby further represents and warrants that this Agreement has been duly authorized, and when executed by the signatory or signatories listed below, shall constitute a valid agreement binding on Consultant in accordance with the terms hereof.

If this Agreement is entered into by a corporation, it shall be signed by two corporate officers, one from each of the following two groups: a) the chairman of the board, president or any vice-president; b) the secretary, any assistant secretary, chief financial officer, or any assistant treasurer. The title of the corporate officer shall be listed under the signature.

20. COUNTERPARTS AND ELECTRONIC SIGNATURES

This Agreement and future documents relating thereto may be executed in two or more counterparts, each of which will be deemed an original and all of which together constitute one Agreement. Counterparts and/or signatures delivered by facsimile, pdf or City-approved electronic means have the same force and effect as the use of a manual signature. Both City and Consultant wish to permit this Agreement and future documents relating thereto to be electronically signed in accordance with applicable federal and California law. Either Party to this Agreement may revoke its permission to use electronic signatures at any time for future documents by providing notice pursuant to the Agreement. The Parties agree that electronic signatures, by their respective signatories are intended to authenticate such signatures and to give rise to a valid, enforceable, and fully effective Agreement. The City reserves the right to reject any signature that cannot be positively verified by the City as an authentic electronic signature.

Executed as of the day and year first above stated.

CONSULTANT:

CITY OF SANTA ROSA
a Municipal Corporation

Name of Firm: BKF Engineers

TYPE OF BUSINESS ENTITY (*check one*):

☐ Individual/Sole Proprietor
☐ Partnership
☒ Corporation
☐ Limited Liability Company
☐ Other (please specify: _____)

By: _____

Print
Name: _____

Title: _____

Signatures of Authorized Persons:

APPROVED AS TO FORM:

By: _____

Print Name: Emily Elliott

Office of the City Attorney

Title: Associate Vice President

ATTEST:

By: _____

Print Name: Eric Von Stroh

City Clerk

Title: Assistant Secretary

City of Santa Rosa Business Tax Cert. No.
06505296

Attachments:

Attachment One - Insurance Requirements

Exhibit A - Scope of Services

Exhibit B – Compensation

Exhibit C – Schedule

ATTACHMENT ONE INSURANCE REQUIREMENTS FOR PROFESSIONAL SERVICES AGREEMENTS

A. Insurance Policies: Consultant shall, at all times during the terms of this Agreement, maintain and keep in full force and effect, the following policies of insurance with minimum coverage as indicated below and issued by insurers with AM Best ratings of no less than A-:VI or otherwise acceptable to the City.

Insurance	Minimum Coverage Limits	Additional Coverage Requirements
1. Commercial general liability	\$ 1 million per occurrence \$ 2 million aggregate	Coverage must be at least as broad as ISO CG 00 01 and must include completed operations coverage. If insurance applies separately to a project/location, aggregate may be equal to per occurrence amount. Coverage may be met by a combination of primary and umbrella or excess insurance but umbrella and excess shall provide coverage at least as broad as specified for underlying coverage. Coverage shall not exclude subsidence.
2. Business auto coverage	\$ 1 million	ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$ 1 million per accident for bodily injury and property damage.
3. Professional liability (E&O)	\$ 1 million per claim \$ 1 million aggregate	Consultant shall provide on a policy form appropriate to profession. If on a claims made basis, Insurance must show coverage date prior to start of work and it must be maintained for three years after completion of work.
4. Workers' compensation and employer's liability	\$ 1 million	As required by the State of California, with Statutory Limits and Employer's Liability Insurance with limit of no less than \$ 1 million per accident for bodily injury or disease. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Consultant, its employees, agents and subcontractors.

B. Endorsements:

1. All policies shall provide or be endorsed to provide that coverage shall not be canceled, except after prior written notice has been provided to the City in accordance with the policy provisions.

2. Liability, umbrella and excess policies shall provide or be endorsed to provide the following:
 - a. For any claims related to this project, Consultant's insurance coverage shall be primary and any insurance or self-insurance maintained by City shall be excess of the Consultant's insurance and shall not contribute with it; and,
 - b. **The City of Santa Rosa, its officers, agents, employees and volunteers are to be covered as additional insureds on the CGL policy.** General liability coverage can be provided in the form of an endorsement to Consultant's insurance at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used.

C. Verification of Coverage and Certificates of Insurance: Consultant shall furnish City with original certificates and endorsements effecting coverage required above. Certificates and endorsements shall make reference to policy numbers. All certificates and endorsements are to be received and approved by the City before work commences and must be in effect for the duration of the Agreement. The City reserves the right to require complete copies of all required policies and endorsements.

D. Other Insurance Provisions:

1. No policy required by this Agreement shall prohibit Consultant from waiving any right of recovery prior to loss. Consultant hereby waives such right with regard to the indemnitees.
2. All insurance coverage amounts provided by Consultant and available or applicable to this Agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement limits the application of such insurance coverage. Defense costs must be paid in addition to coverage amounts.
3. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either Consultant or City. Self-insured retentions above \$10,000 must be approved by City. At City's option, Consultant may be required to provide financial guarantees.
4. Sole Proprietors must provide a representation of their Workers' Compensation Insurance exempt status.
5. City reserves the right to modify these insurance requirements while this Agreement is in effect, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

North Santa Rosa Station Area Specific Plan - BKF

Revised 5.21.26

Approach/Scope of Work

Our approach to the North Santa Rosa Station Area Specific Plan Update is straightforward. We will bring the plan into compliance with TOC policies and achieve adoption by July 1, 2027. The 2012 plan established a solid foundation of land use classifications, vision, and public realm standards. We will modernize it to meet TOC requirements, close the implementation gaps that have emerged over fourteen years, and deliver an adopted plan on time.

Our approach requires dedicated attention and close collaboration between City and consultant staff, especially in the early development of project alternatives.

TASK 1 *Project Commencement*

SUBTASK 1.1 *Kick-Off Meeting*

Project Manager **Emily Elliott, AICP**, supported by Principal-in-Charge **Geoff Coleman, PE**, will lead the project commencement meeting with City staff virtually. The meeting will confirm consensus on scope, schedule, roles and responsibilities, communication protocols, key milestones, and the approach to community engagement. We will also confirm the process for integrating the TOC parking and TDM strategy being developed by a separate consultant, which is expected to be completed in late 2026.

SUBTASK 1.2 *Meeting Memorandum*

Within five business days of the kickoff, we will deliver a memorandum summarizing agreements reached, open items requiring City direction, and the confirmed project schedule. This memo will serve as the baseline reference document for scope management throughout the project.

SUBTASK 1.3 *Project Schedule*

We will prepare a detailed project schedule in Gantt format, organized by task and subtask, with milestones keyed to City and TAC review periods, community workshops, and the MTC adoption deadline of July 1, 2027. The schedule will identify the integration point for the separate TOC parking and TDM strategy, expected in late 2026, and will include built-in buffer at the back end of the schedule to absorb potential delays in public review without jeopardizing the adoption deadline.

Deliverables

- 1.1: Project commencement meeting with City staff, virtual
- 1.2: Memorandum summarizing the meeting, in Microsoft Word and Adobe Acrobat PDF format
- 1.3: Updated project schedule in Gantt format, in Adobe Acrobat PDF format

TASK 2 *Community Engagement Strategy*

Given the focused nature of this update, our engagement strategy will be targeted and purposeful. We recognize that the City will lead outreach, and we will orient our support toward developing strategy and producing materials that clearly

explain TOC requirements and their implications. All materials will be developed for bilingual accessibility in coordination with City staff who we understand will provide Spanish translation.

SUBTASK 2.1

Community Engagement Strategy Memo

We will prepare a two-to-three-page Community Engagement Strategy memo outlining the proposed outreach approach. The strategy will identify methods for engaging residents, business and property owners, local organizations, faith-based groups, schools, youth, and non-English speaking community members. At minimum it will address:

- Community workshops (virtual and in-person, timed to key decision points)
- Technical Advisory Committee (TAC) meeting schedule and agenda framework
- Stakeholder meetings with businesses, institutions, and organizations in the plan area
- Project webpage content strategy and update cadence
- Community survey design and timing

The budget for Task 2.2 reflects 38 staff hours for outreach material development and webpage content. We will work with City staff to structure the Community Engagement Strategy to provide services in alignment with this budget.

SUBTASK 2.2

Project Website and Outreach Materials

We will develop content for the project webpage hosted on the City's platform, including background information, meeting notices, maps, and reports. City staff will establish and maintain the page; our team will supply timely, accurate content in a format ready for upload. Outreach materials will carry consistent branding developed collaboratively with City staff in the early phases of the project, connecting the station area update to broader North Santa Rosa initiatives.

Technical Advisory Committee

We will support City staff in establishing and running the TAC, which will include representatives from SCTCA, Sonoma County Transit, SMART, Santa Rosa City Schools, Santa Rosa Junior College, and relevant City departments including Planning & Economic Development, Housing & Community Services, Parking, Transportation & Public Works, Water, Fire, Police, Recreation & Parks, and the Office of Community Engagement. We will prepare TAC meeting materials, facilitate technical discussions, and document outcomes.

Community Surveys

We will prepare a community survey in conformance with the Community Engagement Strategy developed under Task 2.1, coordinating with City staff on content, timing, and distribution including whether to host the survey entirely online, or whether paper copies should be distributed and collected. Survey questions will be structured to produce data that directly informs the alternatives development process and community priority-setting. Survey data will be anonymized and outcomes shared on the Project Website.

Deliverables

2.1: Community Engagement Strategy Memo, in Word and PDF format that assumes 38 consultant hours to implement the strategy

2.2: Project webpage content, outreach materials, and survey as defined in the Community Engagement Strategy Memo

TASK 3

Existing Conditions and Opportunities

Our existing conditions report will be focused, concentrating on what has changed since 2012 and what the TOC Policy requires us to assess, rather than restating conditions that remain substantially the same. The report will provide the analytical foundation for alternatives development and will be calibrated to the grant budget and schedule.

SUBTASK 3.1

Focused Existing Conditions Report

BKF will prepare a focused existing conditions report scoped to what has materially changed since 2012 and what the TOC Policy requires us to assess. At the budget allocated, the report will provide a summary-level review rather than a comprehensive chapter-by-chapter rewrite of the 2012 document. Specifically, BKF will:

- review existing utility infrastructure for capacity relative to anticipated density increases
- summarize current land use conditions and applicable regulations, including the TOC Policy
- review of TYLin's Existing Parking and TDM Memorandum and the Active Transportation Plan to identify issues and opportunities for SMART station access and multimodal connections, and incorporation of existing conditions related to parking and transportation.

Cost reduction in this task is supported by City participating with the following items:

- identify approved and proposed development projects
- provide updated information on the Gateways Redevelopment Area
- update the General Plan and Housing Element policies tables within the 2012 Existing Conditions Report
- update historic properties inventory
- preliminary review of 2012 opportunities and constraints, applying institutional knowledge

Topics where 2012 conditions remain substantially unchanged will be noted by reference. Given the scope reduction from the original proposal, and in addition to the items mentioned above, City staff should anticipate providing baseline data (current GIS layers, permit records, recently adopted plans) and participating in a joint data validation session early in Task 3 to avoid duplication of effort and ensure the report reflects the most current information available.

City staff will have the opportunity to review an administrative draft of the Report and we will address and/or incorporate comments into the Final Report.

SUBTASK 3.2

Market Demand Analysis

Economic Planning Solutions (EPS) will prepare an updated Market Demand Analysis, building from the market assessment produced for the plan area in 2012. The analysis will address current housing market conditions, post-pandemic commercial office demand, and the financial feasibility of achieving TOC density and intensity minimums across different sub-areas of the plan. This work will directly inform the alternatives development process and the land use standards in the updated Specific Plan. City staff will have the opportunity to review an administrative draft of the Market Demand Analysis and EPS will address and/or incorporate comments into the PDA Profile.

SUBTASK 3.3

Affordable Housing and Anti-Displacement Strategy

EPS will prepare an Affordable Housing and Anti-Displacement Strategy, a document that did not exist in its current form in the 2012 plan. The strategy will draw on current displacement risk data including the UC Berkeley Urban Displacement Project and will be supplemented with National Equity Atlas, HUD data, ACS five-year estimates, and document existing affordable housing stock and at-risk units, evaluate the displacement implications of increased density, and produce

actionable policy recommendations. The strategy will be oriented toward practical implementation rather than aspirational language and will address current State law requirements including Affirmatively Furthering Fair Housing (AFFH).

SUBTASK 3.4 *Existing Land Use Map*

BKF will support City staff in preparing an updated existing land use map. Our role will include collecting and organizing parcel-level data from City GIS, conducting targeted field verification where data gaps exist, and formatting the final map for public-facing use. City staff will lead this deliverable; BKF will provide the GIS analysis, data collection, and cartographic production. The Land Use Map will be digitally hosted for incorporation into the Project Website and use by the City for outreach and engagement purposes.

SUBTASK 3.5 *Vacant and Underutilized Land Map*

We will prepare a vacant and underutilized land map with accompanying tabulation by land use designation, ownership type, and development intensity metrics, identifying realistic redevelopment capacity within the plan area. We will cross reference this analysis with that of the City's 6th Cycle Housing Element to ensure consistency between the Housing Element and the Specific Plan, and where the results may differ, we will support findings with analytical backup. The resulting map will be digitally hosted for incorporation into the Project Website and used by the City for outreach and engagement purposes.

SUBTASK 3.6 *Specific Plan Boundary and TOC Area Map*

BKF will support City staff in preparing an updated map showing the Specific Plan boundary overlaid with the TOC Policy area, distance rings from the SMART station, and applicable TOC sub-area designations. As with the maps prepared under Subtasks 3.4 and 3.5, BKF will produce the map layout template; City staff will provide the map project file. The map will be digitally hosted for incorporation into the Project webpage and use by the City for outreach and engagement purposes.

Deliverables

3.1: Focused report on existing conditions, issues, and opportunities, in Word and PDF format

3.2: Market Demand Analysis, in Word and PDF format

3.3: Affordable Housing and Anti-Displacement Strategy, in Word and PDF format

3.4: Existing Land Use Map, in GIS and PDF format

3.5: Vacant and Underutilized Land Map, in GIS and PDF format

3.6: Specific Plan Boundary and TOC Area Map, in GIS and PDF format

TASK 4 *Land Use and Circulation Alternatives*

BKF will prepare two land use and circulation alternatives that explore meaningfully different approaches to achieving TOC density and intensity requirements. We recommend developing alternatives with similar geographic footprints and distinctly different intensities to streamline alternatives analysis.

SUBTASK 4.1 *Alternatives Report*

BKF will prepare two land use and circulation alternatives. Each alternative will be mapped at the parcel level using GIS and accompanied by quantified development potential, allowing the City, the TAC, and the public to understand the real-world implications of each scenario in terms of unit counts, building heights, commercial intensity, and the distribution of growth across the plan area. The Alternatives Report is scoped to be graphics-forward: the primary communication tool will be parcel-level maps and summary tables (developed under Task 4.2), with supporting narrative text that explains key tradeoffs and TOC compliance implications. The report will be lighter on written analysis than the City's most recent Alternatives Report for the Downtown Station Area Plan, and more comparable in scope to a focused alternatives memo with strong visual support. This calibration reflects the available budget and the focused nature of this update. Alternatives will integrate feedback from community workshops, TAC meetings, and City decision-makers. The report could be delivered either statically as a PDF, or dynamically as a StoryMap, at the City's discretion.

SUBTASK 4.2	<i>Land Use and Circulation Alternatives Maps</i>
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We will prepare a full set of parcel-level land use and circulation maps for each alternative in GIS, formatted for both public presentation and technical analysis.

Community Review

City staff will lead community outreach on alternatives, including workshops and stakeholder meetings as identified in the Community Outreach Strategy. Our team will prepare the supporting materials, graphics, and presentation content, and will attend workshops (on a time and materials basis), if desired, to provide technical support. We will incorporate feedback provided by participants and City staff into the development of the Preferred Alternative.

Deliverables

4.1: Land Use and Circulation Alternatives Report, in Word and PDF format, or StoryMap

4.2: Land Use and Circulation Alternatives Maps, in GIS and PDF format

TASK 5	<i>Preferred Alternative</i>
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Based on input received during alternatives review, our team will work collaboratively with City staff to develop a Preferred Land Use and Circulation Alternative. The Preferred Alternative will combine community priorities with the technical requirements of TOC compliance and will serve as the basis for the Specific Plan update and environmental review.

SUBTASK 5.1	<i>Preferred Alternative Summary</i>
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The Preferred Alternative summary will include visualization tools, including renderings and visual simulations, that communicate the intended character of the station area at buildout, not just its regulatory parameters. The summary will quantify:

- Land use buildout by classification and sub-area
- Multimodal circulation improvements and SMART Station access enhancements
- Projected per capita VMT consistent with current CEQA guidelines

The summary will be formatted for presentation to the TAC, Planning Commission, and City Council as the foundation for the Specific Plan update.

Deliverables

5.1: Preferred Alternative Summary including graphics and maps, in Word and PDF format

TASK 6 *Specific Plan Document*

The updated Specific Plan will be structured as a working regulatory document, with community understanding and staff's utilization in mind. It will be built around the six-chapter framework identified in the RFP (Introduction, Vision, Land Use and Housing, Circulation/Mobility, Public Services, and Implementation) and will update only what needs to be updated, preserving the portions of the 2012 plan that remain sound and relevant.

SUBTASK 6.1 *Administrative Draft Specific Plan*

We will prepare a full administrative draft for review by City staff and the TAC. Key updates will include:

- Revised land use classifications and development standards meeting TOC minimums for residential density and commercial office intensity
- Updated height, setback, and intensity standards for each land use designation
- Integrated parking and TDM standards reflecting the TOC parking and TDM strategy developed by the separate consultant
- Updated Implementation Plan and Financing Strategy as required by State law
- Refreshed Infrastructure and Public Facilities assessment prepared by BKF
- Reviewing the prior utility infrastructure analysis and updating to accommodate the preferred alternative. BKF anticipates performing preliminary calculations to help assess the needs of the proposed alternatives. We understand from the RFP that another consultant will be engaged by the City to perform a Water Supply Assessment (and other utility modeling) if necessary.
- Updated General Plan consistency findings

Comments received from City staff and the TAC will be documented and incorporated into the Public Review Draft.

SUBTASK 6.2 *Public Review Draft Specific Plan*

Following City staff and TAC review, we will prepare a Public Review Draft for the formal public comment period. The draft will be formatted for public accessibility and will be accompanied by a summary document in English and Spanish suitable for community distribution by the City.

The strategy will focus on the W. Steele Lane corridor and the connections between the SMART Station, the Charles M. Schulz Museum, the Redwood Empire Ice Arena, and Coddington Mall. It may incorporate placemaking tools such as:

- Coordinated wayfinding and signage program
- Pedestrian-scale lighting standards
- Street tree and landscaping palette
- Public art opportunities and frameworks
- Enhanced crosswalk and sidewalk treatments
- Street furniture standards

The strategy will establish a distinctive, legible identity for the station area that can be implemented incrementally as development occurs and public investment is phased.

Deliverables

6.1: Administrative Draft Specific Plan update, in Word and PDF format

6.2: Public Review Draft Specific Plan update, in Word and PDF format

TASK 7 *Environmental Analysis*

Initiation of environmental analysis concurrently with development of alternatives and the Specific Plan document will be critical to maintaining the project schedule. CEQA analysis will be structured to streamline review and facilitate timely adoption, tiering from the certified 2012 North Santa Rosa Station Area Specific Plan EIR (2012 EIR) to the maximum extent feasible. The BKF environmental team will work in close coordination with the BKF planning team from the outset, beginning with an early determination of the appropriate CEQA document type based on the scope of plan changes, to avoid the disconnects between planning and environmental work that can cause schedule delays on efforts like this. Other timesaving measures, such as focusing the environmental analysis on only those issue areas that would be affected by the update and planning tasks to allow progress to continue to be made with the understanding that we may not have a complete project description at the outset.

BKF will work with the City to determine the appropriate level of CEQA document for the project at the appropriate point in the update process. Given the anticipated increase in residential density and commercial office intensity to meet TOC minimums, we anticipate the appropriate level of CEQA documentation will be a Subsequent EIR (SEIR), tiering off of the 2012 North Santa Rosa Station Area Specific Plan EIR. The tasks below reflect this assumption.

SUBTASK 7.1 Notice of Preparation and Scoping Meeting

All EIRs require circulation of an NOP and projects of statewide, regional, or areawide significance also require a scoping meeting. We will prepare the NOP and facilitate a scoping meeting. We will use the scoping process to focus the analysis on issues of genuine significance and establish a clear record supporting tiering from the 2012 EIR.

SUBTASK 7.2 *Administrative Draft Environmental Analysis*

We will conduct environmental analysis across all required topic areas, with particular attention to those issue areas potentially affected by increased density and intensity of use within the Specific Plan area, including Transportation (including VMT analysis consistent with current CEQA guidelines and the City's VMT thresholds), Greenhouse Gas Emissions, and Noise. The SEIR will also evaluate any issue areas that were not evaluated in 2012, including Energy, Tribal Cultural Resources, and Wildfire. The analysis will include discussion of growth-inducing and cumulative impacts and significant unavoidable impacts, if any. A Mitigation Monitoring and Reporting Program will be developed as required.

The administrative draft will be prepared for City staff review with a screencheck draft produced to incorporate City comments prior to public release.

SUBTASK 7.3 *Draft Environmental Analysis*

Following City staff review and comment incorporation, we will prepare the public review draft SEIR and manage the public comment period. We will prepare written responses to all comments received during public review and will utilize Master Responses to the extent feasible to reduce time and effort. Our Environmental Project Manager will be present at the Planning Commission/City Council public hearings to respond to technical questions.

SUBTASK 7.4 *Final Environmental Analysis*

We will prepare the final environmental analysis incorporating all required revisions following public review and hearing, formatted for adoption by the City Council.

Deliverables

7.1: Notice of Preparation and Scoping Meeting materials

7.2: Administrative and Screencheck draft SEIR, in Word and PDF format

7.3: Public Review Draft SEIR, in Word and PDF format

7.4: Final SEIR, in Word and PDF format

Assumptions

- For budgeting purposes, we assume a focused Subsequent EIR will be prepared, with technical analysis focused on Air Quality/Greenhouse Gas Emissions/Energy, Noise, and Transportation.
- We assume evaluation of no more than three build alternatives.
- We assume the project will not require substantial changes, expansion, or modification of existing public facilities and utilities (e.g., water, wastewater, and stormwater facilities).
- We assume no wind or shade analysis will be required.
- We assume two rounds of consolidated review on each deliverable.
- Our costs do not include production of hard-copy EIRs.
- We assume the City will facilitate submittal of the CEQA document to the State Clearinghouse and filing of the NOD and payment of associated filing fees with the County Clerk's Office. We will prepare all draft notices for the City's use.

TASK 8 *Zoning Regulations and General Plan Amendments*

We will work jointly with City staff on two parallel workstreams. On the General Plan side, we will evaluate the Specific Plan update alongside City staff to determine what land use and text amendments are necessary for consistency. On the zoning side, we will jointly determine the Zoning Code amendments needed to implement the updated Specific Plan and will support City staff in reviewing the Zoning Map for required changes. City staff will prepare all formal General Plan, Zoning Code, and Zoning Map amendments for adoption; we will provide parcel lists, annotated memos, and technical analysis that support that work.

SUBTASK 8.1 *Property List with General Plan and Zoning Changes*

We will prepare a parcel-level list of all properties requiring changes to General Plan land use designations or zoning classifications, including APNs and addresses, delivered in Shapefile and Excel format for direct use by City staff in preparing adoption materials.

SUBTASK 8.2 *General Plan Text Amendments*

We will prepare a list of required General Plan text amendments, annotated to identify the policy basis for each change and its relationship to TOC requirements and the updated Specific Plan.

SUBTASK 8.3 *Zoning Code Text Amendments Memo*

We will prepare a memo summarizing all Zoning Code text amendments needed to implement the Specific Plan update, organized to support City staff's drafting of formal code language.

Deliverables

8.1: List of properties requiring General Plan and zoning changes, in GIS and Excel format

8.2: List of General Plan text amendments, in Word format

8.3: Memo summarizing Zoning Code text amendments, in Word format

TASK 9 *Public Review and Adoption*

Our Project Manager and Environmental Lead will attend one (1) Planning Commission public hearing and (1) City Council public hearing in person in a supporting role, prepared to respond to technical questions on land use, environmental analysis, infrastructure, and TOC compliance. City staff will lead the hearings and present the draft plan; we will be present and prepared to assist as needed.

SUBTASK 9.1 *Planning Commission Hearing*

Our Project Manager and Environmental Lead will attend one (1) Planning Commission public hearing in person. We will prepare technical exhibits or supporting materials requested by City staff in advance of the hearing and will be available to respond to Commissioner questions on the record.

SUBTASK 9.2 *City Council Hearing*

Our team will attend one (1) City Council public hearing in person and provide the same level of support as identified under Task 9.1. Following Council action, we will document any changes directed by the Council and begin preparation of the final adopted plan.

SUBTASK 9.3 *Final Adopted Plan*

We will prepare the final adopted version of the updated Specific Plan, incorporating all changes directed by the City Council, within the timeframe necessary to support submission to MTC before the July 1, 2027 TOC adoption deadline. The final plan will be delivered in both Word and PDF formats, with supporting geodatabase files, all publication ready.

Deliverables

9.1: One (1) Planning Commission public hearing attendance and support by two BKF personnel

9.2: One (1) City Council public hearing attendance and support by two BKF personnel

9.3: Final adopted version of updated Specific Plan, in Word and PDF format with accompanying geodatabase

	BKF Planning				BKF Engineering		BKF Environmental						W Trans				EPS		INTEGRA Planning + Landscape Architecture								
North Santa Rosa Station Area Specific Plan Update	Project Manager	Principal Planner/Scientist	GIS Technician	Assistant Planner/Scientist/Monitor	Principal-in-Charge	Civil Project Manager	Senior Technical Specialist	Principal Planner/Scientist	Associate Planner/Scientist	Senior Technical Specialist	Senior Technical Specialist	Practice Lead	Principal	Senior Associate	Assistant	Admin	Managing Principal	Senior Associate	Principal Landscape Architect	Senior	Associate	Assistant	Technician	Total BKF Labor Hours	Reimbursable Expenses	Total Costs	
Tasks	\$325	\$210	\$140	\$130	\$395	\$285	\$275	\$210	\$165	\$275	\$275	\$315	\$285	\$235	\$145	\$150	\$350	\$255	\$190	\$160	\$145	\$125	\$90				
1 – Project Commencement																											
1.1 Kickoff Meeting & Coordination (Virtual)	8			4	4		4												4					20		\$6,560	
1.2 Meeting Memorandum	1			2																				3		\$585	
1.3 Project Schedule	4			4																				8		\$1,820	
Task 1 Subtotal	13	0	0	10	4	0	4	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	0	31	\$0	\$8,965	
2 – Community Engagement Strategy																											
2.1 Community Engagement Strategy Memo	4	16		2																				22		\$4,920	
2.2 Project Webpage Content and Outreach Materials (Digital)	8	30																	4					38	\$500	\$10,160	
Task 2 Subtotal	12	46	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	0	0	0	0	60	\$500	\$15,080	
3 – Existing Conditions and Opportunities																											
3.1 Focused Existing Conditions Report	8	10	4	40	8								12						4					70		\$17,800	
3.2 Market Demand Analysis	2	4															29	69						6	\$1,000	\$30,235	
3.3 Affordable Housing and Anti-Displacement Strategy	2	4															10	20						6		\$10,090	
3.4 Existing Land Use Map	1	1	4																					6		\$1,095	
3.5 Vacant and Underutilized Land Map	1	1	24																					26		\$3,895	
3.6 Specific Plan Boundary and TOC Area Map	1	1	4																					6		\$1,095	
Task 3 Subtotal	15	21	36	40	8	0	0	0	0	0	0	0	12	0	0	0	39	89	4	0	0	0	0	120	\$1,000	\$64,210	
4 – Land Use and Circulation Alternatives																											
4.1 Alternatives Report	4	30	40										5											74		\$14,625	
4.2 Land Use and Circulation Alternatives	2	16	20	8									8	8	8									46		\$13,170	
Task 4 Subtotal	6	46	60	8	0	0	0	0	0	0	0	0	13	8	8	0	0	0	0	0	0	0	0	120	\$0	\$27,795	
5 – Preferred Alternative																											
5.1 Preferred Alternative Summary	2	32	8																6	4	18	16	4	42		\$15,240	
Task 5 Subtotal	2	32	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	4	18	16	4	42	\$0	\$15,240	
6 – Specific Plan Document																											
6.1 Administrative Draft Specific Plan	16	70	16	70	8	40													10	16	32	24	4	220		\$58,260	
6.2 Public Review Draft Specific Plan	12	30	10	30																				82		\$15,500	
Task 6 Subtotal	28	100	26	100	8	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	302	\$0	\$73,760	
7 – Environmental Analysis																											
7.1 Notice of Preparation and Scoping Meeting (As Needed)	2						16	24			12	24												78		\$20,950	
7.2 Administrative Draft Environmental Analysis	10						60	60	120	32	4	4	20	14	16	4								290	\$1,000	\$76,220	
7.3 Draft Environmental Analysis	8						20	40	40	16	8	8												140		\$32,220	
7.4 Final Environmental Analysis	8						40	40	40	40	8	8												184		\$44,320	
Task 7 Subtotal	28	0	0	0	0	0	136	164	200	88	32	44	20	14	16	4	0	0	0	0	0	0	0	692	\$1,000	\$173,710	
8 – Zoning Regulations and General Plan Amendments																											
8.1 Property List with General Plan and Zoning Changes		2	4																					6		\$980	
8.2 General Plan Text Amendments		6																						6		\$1,260	
8.3 Zoning Code Text Amendments Memo		2		8																				10		\$1,460	
Task 8 Subtotal	0	10	4	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22	\$0	\$3,700	
9 – Public Review and Adoption																											
9.1 Planning Commission Hearing	8						8						4											16	\$750	\$6,690	
9.2 City Council Hearing	8						8						4											16	\$750	\$6,690	
9.3 Final Adopted Plan	6	12	6	8																	8			32		\$7,510	
Task 9 Subtotal	22	12	6	8	0	0	16	0	0	0	0	0	8	0	0	0	0	0	0	0	8	0	0	64	\$1,500	\$20,890	
Totals	126	267	140	176	20	40	156	164	200	88	32	44	53	22	24	4	39	89	18	4	26	16	4	1,684			
	\$40,950	\$56,070	\$19,600	\$22,880	\$7,900	\$11,400	\$42,900	\$34,440	\$33,000	\$24,200	\$8,800	\$13,860	\$15,105	\$5,170	\$3,480	\$600	\$13,650	\$22,695	\$3,420	\$640	\$3,770	\$2,000	\$360		\$4,000	\$403,350	
	7%	16%	8%	10%	1%	2%	9%	10%	12%	5%	2%	3%	3%	1%	1%	0%	2%	5%	1%	0%	2%	1%	0%			\$403,335	
																										\$443,685	
Project Cost																											
10% Contingency																											
Total Cost																											

NORTH SANTA ROSA STATION AREA SPECIFIC PLAN UPDATE | PROPOSED PROJECT SCHEDULE

BKF | City of Santa Rosa | RFP Bid #R171665 | MTC TOC Adoption Deadline: July 1, 2027

Task / Subtask	Lead	Jun '26	Jul '26	Aug '26	Sep '26	Oct '26	Nov '26	Dec '26	Jan '27	Feb '27	Mar '27	Apr '27	May '27	Jun '27	Jul '27
TASK 1 Project Commencement															
1.1 Kick-Off Meeting	BKF	◆													
1.2 Meeting Memorandum	BKF														
1.3 Project Schedule (Gantt)	BKF														
TASK 2 Community Engagement															
2.1 Engagement Strategy Memo	BKF														
2.2 Website & Outreach Materials	BKF														
TASK 3 Existing Conditions															
3.1 Existing Conditions Report	BKF														
3.2 Market Demand Analysis	EPS														
3.3 Affordable Housing Strategy	EPS														
3.4 Existing Land Use Map	BKF														
3.5 Vacant & Underutilized Land Map	BKF														
3.6 SP Boundary & TOC Area Map	BKF														
TASK 4 Alternatives															
4.1 Alternatives & Report	BKF														
4.2 Alternatives Maps (GIS)	BKF														
◆ Community Workshops	BKF/City					◆									
TASK 5 Preferred Alternative															
5.1 Preferred Alternative Summary	BKF														
◆ TAC / City Council Direction	City/BKF								◆						
◆ TOC Parking/TDM (City consultant)	City					◆									
TASK 6 Specific Plan Document															
6.1 Administrative Draft SP	BKF														
◆ City / TAC Review — Admin Draft	City									◆					
6.2 Public Review Draft SP	BKF														
◆ 45-Day SP Public Comment	City											◆	◆		
TASK 7 Environmental (SEIR)															
7.1 NOP & Scoping Meeting	BKF				◆										
7.2 Admin & Screencheck Draft SEIR	BKF														
◆ City Staff Review — Draft SEIR	City								◆						
7.3 Public Review Draft SEIR	BKF														
◆ SEIR 45-Day Comment Period	City											◆	◆		
7.4 Final SEIR	BKF														
TASK 8 Zoning & GP Amendments															
8.1 Property List — GP & Zoning	BKF														
8.2 GP Text Amendments List	BKF														
8.3 Zoning Code Amendments Memo	BKF														
TASK 9 Public Review & Adoption															
9.1 Planning Commission Hearing	BKF/City												◆		
9.2 City Council Hearing	BKF/City													◆	
9.3 Final Adopted Plan	BKF														
◆ MTC TOC ADOPTION DEADLINE															◆

LEGEND

 Required Task

 Milestone or City Action

 MTC Deadline Column