

Exhibit A: Scope of Work

Section A

The following 4 items are eligible tasks and services that may be requested under the on-call services agreement held with the consultant. Permit Sonoma will identify project tasks and request a scope of work to fulfill any or multiple of the services identified below as needed. The County Administrator's Office may also identify project tasks and request a scope of work to fulfill any or multiple of the services identified below related to the County's Cannabis Program.

(1) Project Review: Provide staff assistance with permit processing for the County's Planning Review. The scope includes:

(a) Permit application oversight and management. Handling day-to-day interaction with applicants for permits throughout the permitting process. Coordinating and facilitating document preparation from applicants, interested neighbors, and commenting agencies to ensure a complete and accurate public record;

(b) Ministerial and Discretionary Permits. Project review for both categories of projects, including: site plan review, design and landscape plan reviews, conditional use permits, subdivisions, lot line adjustments, zoning permits, appeals, variances, coastal permits, agricultural preserves/contracts, and other planning applications.

(c) Application Completeness. Application review and distribution of completeness determinations and initial determinations on level of environmental review in compliance with State law and the Permit Streamlining Act.

(d) Staff Reports and Resolutions. Preparing staff reports for review authorities including analyzing project conformance with State law, the General Plan and other adopted plans, Ordinances, other applicable policies and codes, as well as best practices.

(e) Conditions Preparation. Collection and preparation of project conditions of approval, including negotiation and coordination with commenting departments and agencies.

(f) Environmental Review. Preparation of associated California Environmental Quality Act documents, including Statutory and Categorical Exemptions (including expanded exemptions for targeted projects), Initial Studies, and (Mitigated Negative Declarations).

i. Contract planners are expected to provide technical analysis and summaries thereof on any of the following: biotic resource assessments, cultural resources surveys, visual impact assessment, noise impact studies, traffic impact studies

and related reports, and hydrogeology studies. Reviews include verification that reports were prepared consistent with County standards and guidelines.

ii. Environmental Impact Reports (EIRs) shall be prepared with contracted environmental consultants. Project Review planners will be responsible for coordinating with outside consultants throughout the preparation of EIRs.

(g) Noticing. Coordinating with clerical teams to prepare and distribute public notice in compliance with State and County law.

(h) Public Hearings and Presentations. Preparing and delivering presentations on assigned project before review authorities that include:

- i. Board of Supervisors
- ii. Planning Commission - Decision authority over subdivisions, mining permits, and legislative policy matters.
- iii. Board of Zoning Adjustments - Decision authority over Use Permits, Zoning Variances, and Coastal Development Permits.
- iv. Design Review Committee - Decision authority over the design of significant new development projects.
- v. Project Review and Advisory Committee - Technical advisory committee and decision authority on select subdivision projects.
- vi. Landmarks Commission

(2) Condition Compliance. Ensure permitted projects are compliant with post-entitlement processing, including compliance with all planning-related project conditions and mitigation measures.

(3) Process Improvements and Internal Coordination. Meet regularly with staff on project status, implementing departmental administrative practices, and assist with process improvements as they relate to insights gained through project review functions.

(4) Policy Development. Assist with long range planning efforts including special policy projects; preparation of Specific Plans, Area Plans or General Plan and Zoning Code amendments; Ordinance development on specific topics; coastal planning; Surface Mining and Reclamation Act (SMRA) compliance; or other duties as assigned

Section B

(1) When the County determines that services are needed, Consultant will be informed of the specific staffing needs and tasks required. The Consultant will prepare a detailed task scope and task budget proposal and negotiations will take place. Upon satisfactory conclusion of the negotiations with the selected Consultant, a task order shall be prepared defining the final scope and budget.

(a) The submitted budget proposal shall clearly state ALL of the costs associated with the project, broken down by category of products and services, and all on-going costs for recommended or required products and services, such as maintenance.

(b) The budget proposal must be broken out and include all expenses that will be charged to the County, including but not limited hourly rates for labor, software costs, software maintenance costs, implementation fees, shipping, communications, documentation reproduction, and all expenses, including travel, meal reimbursement, hotel per diems, taxes, etc. Failure to clearly identify all associated costs may be cause for rejection of the Consultant's task proposal.

(c) The Director of Permit Sonoma (or his designee) and the County Administrator (or her designee) shall coordinate with County Counsel's Office and have the authority to execute the task order in compliance with the rates and terms in this Agreement.