

ADDITIONAL SCOPE OF SERVICES

M-Group proposes adjustments to the existing scope of work and budget for the contract to prepare Objective Standards for the Town of Los Gatos. These adjustments reflect additional work and meetings during the Phase 4 review process to adopt the Objective Standards. The additional effort is in response to Planning Commission direction received during Task 4.1: Planning Commission Meeting.

The existing contract specified one (1) Planning Commission Meeting and one (1) Town Council Hearing during the review and adoption process in Phase 4. The additional scope of services provides for M-Group attendance at two (2) additional Planning Commission Meetings and one (1) additional Town Council Hearing. The additional Scope of Services also provides for M-Group to develop additional text and graphic work, as necessary, between those meetings.

The net changes to the project budget and Fee Schedule are \$22,600 and are shown in Table 1.

PHASE 4: PRESENTATION AND ADOPTION

Task 4.1A – Planning Commission Additional Meetings

M-Group will prepare materials in coordination with Town staff for two additional meetings of the Planning Commission. Tom Ford, M-Group project manager, will also attend the two additional meetings.

In response to comments and direction from Planning Commission members, M-Group will prepare additional materials and revise existing materials in the Draft Objective Standards documents. This additional work will include collaborating with Town staff on responses to Planning Commission direction; preparation of text edits to successive drafts of the Objective Standards document; and graphic revisions to many of the diagrams illustrating individual Objective Standards.

Task 4.2A – Town Council Additional Meetings

M-Group will plan and budget for a potential second meeting of the Town Council. This Task will not be initiated, unless the Town Council directs at the Task 4.2 Council hearing that additional work on the Draft Objective Standards be undertaken and presented at a second hearing.

Should the Town Council direct for a second hearing, M-Group has budgeted an amount to allow for minor edits and/or revisions to the Draft Objective Standards text; targeted minor updates to the Figures; and attendance at the hearing by Tom Ford, M-Group project manager.



TABLE 1

TASK	SERVICES	COST
4.1A	Planning Commission Additional Meetings	\$17,700
4.2A	Town Council Additional Meeting	\$4,900
Subtotal		\$22,600
	Existing Contract (including contingency)	\$107,679
TOTAL NOT TO EXCEED		\$130,279