

January 22, 2024

Irene Borba, Planning & Building Director  
Town of Yountville

**Subject: M-Group On-Call Planning Services**

Irene,

I am pleased to prepare this letter proposal to provide the Town of Yountville with on-call planning support services to augment your in-house planning staff. M-Group has been engaged with the Town on a number of environmental and development review projects in the past and we look forward to continuing to work with the Town. We pride ourselves on ongoing work with our clients to prepare quality work products with flexibility to respond to needs and timelines. The following proposal is developed based on our recent correspondence.

Under this contract, M-Group will provide on-call professional planning services for development and environmental review projects assigned by the Town and under the Town's cost recovery agreement with developers and accepted by M-Group. More specifically, these services will generally consist of, but are not limited to, the following:

- Review development project materials and environmental technical studies
- Writing of staff reports, resolutions, general correspondence, findings, environmental documents, and conditions of approval
- Attend meetings with applicants and Town staff
- Complete research and make recommendations
- Attend and present at public meetings

Additionally, M-Group will provide professional planning services to assist the Town with advanced planning, municipal, and special projects as requested by the Town and billed to the Town as on-call planning services. These services may include, but are not limited to, the following:

- Town initiated zoning updates
- Annual Housing Element Report
- Environmental review of Town Projects
- Public outreach efforts on advanced planning and policy issues

To accommodate the range of work outlined above and to ensure flexibility to assign the appropriate level of planner based on the specific task, this on-call contract will be billed on an hourly basis consistent with M-Group's billing rates, (attached). These rates shall be subject to review and amended annually. This contract shall be limited to a not to exceed amount of \$40,000 annually for on-call services. The contract shall not limit expenditures for hours billed to projects that are cost recovery with full recovery of expenses through the Town's reimbursement agreement with the developer. The on-call contract shall run through December 31, 2025, unless extended.

I trust that this proposal for on-call planning services meets the Town's immediate need and works within the constraints of the Town's budget. Please do not hesitate to contact me to discuss any revisions to this approach. I look forward to continuing to work together.

Thank you,

A handwritten signature in black ink that reads "Olivia Ervin". The signature is written in a cursive, flowing style.

Olivia Ervin, Principal-In-Charge

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707.540.0723 x 202

# M-GROUP | 2024 RATE SHEET

M-GROUP STAFF	2024 HOURLY RATES
Admin Analyst Planning Tech	\$95
Assistant Planner Assistant Urban Designer Social Media Coordinator	\$115
Associate Planner Associate Urban Designer GIS Services	\$145
Environmental Planner Historic Preservation Specialist Public Art Specialist	\$160
Senior Planner Senior Urban Designer Senior Environmental Planner Project Manager	\$175
Principal Planner Principal Environmental Planner Principal Policy Planner Director of Urban Design	\$195
Principal	\$280-\$300

- \* Hourly rates are subject to annual adjustment on January 1<sup>st</sup>.
- \* M-Group adds a 10% administration fee to Sub-consultant rates.

