

John Kaliski Architects (with PlaceWorks, Inc. and RMA Companies)

Scope of Services and Tasks – City of Culver City “Phase 3” Hillside Grading Design Standards and Guidelines

May 1, 2017

Task 1 – Background Review and Goals

Task 1.A: Phase 3 Kick-Off Meeting/Final Scope and Schedule

John Kaliski Architects (JKA), PlaceWorks, Inc. (PlaceWorks), and RMA Companies (RMA) will attend a kick-off meeting with City staff to review and finalize the scope of work and schedule.

- Task 1.A Work Product - Final written scope of work and tasks and schedule of tasks by JKA.

Task 1.B: Phase 3 Review Plans and Policies

JKA will review and summarize in matrix form existing plans and policies as they describe single-family residence development and design standards for the Lower and Upper Culver Crest Hillside Neighborhoods including the City of Culver City General Plan, Culver City Zoning Code, and Culver City design guidelines. PlaceWorks and RMA shall review the matrix and materials and provide comments, if any, to JKA for incorporation into the Task 1.B work product.

- Task 1.B Work Product - Single-family development and design parameter matrices of Culver Crest Hillside Neighborhood and three (3) additional cities; mass, bulk, and setback envelope diagram of typical R1 lot in the Lower and Upper Culver Crest Hillside Neighborhoods.

Task 2 - Survey of Existing Conditions

Task 2.A: Phase 3 Culver Crest Hillside Neighborhood Survey and Study and Slope Mapping

JKA shall survey in-the-field, study, and document the existing conditions and development and design parameters of the Lower and Upper Culver Crest Hillside Neighborhoods. PlaceWorks shall map the existing general slope conditions and RMA shall review and comment upon work products as developed by JKA and PlaceWorks. The objective of the survey will be to document the slope conditions and typical built-form conditions and provide recommendations for additional studies, if any, related to geotechnical and soil conditions.

- Task 2.A Work Product – Topographic and slope analysis of existing conditions including mapping of steeply sloped areas (in excess of 20%) that require installation of retaining walls and/or special foundation design related to slope conditions (PlaceWorks), and a Hillside Summary and Recommendations Report that presents the materials, mapping, and findings as well as an outline menu of development and design considerations, recommendations, and related illustrative material that may address limitations on site grading, mass, bulk, and character in relation to Hillside conditions and constraints (JKA with input from PlaceWorks and RMA).

Task 3 - Community Engagement

Task 3.A: Phase 3 Community Meeting 1 – Listening/Brainstorm

JKA shall organize, implement, and facilitate, with staff input, a first community meeting. The purpose of the first meeting is to create an opportunity for Lower and Upper Culver Crest Hillside Neighborhood community members to provide input regarding development in their community, and to see their concerns acknowledged and recorded.

- Task 3.A Work Product - Community meeting incorporating materials developed to date and memorandum outlining comments and findings. Note: JKA, with City staff input, shall organize, staff, and facilitate the community meeting, with the City responsible for providing the venue, production and distribution of community announcements, refreshments, translation if required, and insurance.

Task 3.B: Phase 3 Community Meeting 2 – Ideas and Direction

JKA shall organize, implement, and facilitate, with staff input, a second community meeting where work completed to date, but in particular, a menu of development standards and guideline options, will be presented and discussed. The purpose of the second workshop is for JKA and PlaceWorks to present preliminary ideas regarding new development regulations and hillside development standards and guidelines concepts that may further shape the amount of development on hillside lots, the extent of hillside grading, and single family housing mass, bulk and character in hillside neighborhoods.

- Task 3.B Work Product - Community meeting incorporating materials developed to date and memorandum outlining comments and findings. Note: JKA, with staff input, shall organize, staff, and facilitate the community meeting with the City responsible for providing the venue, production and distribution of community announcements, refreshments, translation if required, and insurance. RMA shall attend the meeting only.

Task 4 - Identify and Prioritize Options

Task 4.A: Phase 3 Staff/Consultant Brainstorm

JKA shall facilitate a one-half day brainstorm session at City offices, to review the work and findings to date and develop in real time, and with staff input, zoning code, overlay, and/or design guideline options and illustrative materials that will shape the development of potential zone text amendments and/or potential design guidelines. PlaceWorks shall additionally attend this meeting.

- Task 4.A Work Product - JKA shall take notes during the staff/consultant brainstorm session and incorporate them into the work products prepared for Task 4.B and 4.C below.

Task 4.B: Phase 3 Alternatives Memorandum

Based upon the staff/consultant brainstorm session, JKA shall prepare a range of zoning code/development standards and/or building code approaches that would shape design standards, guidelines, and/or overlays for the Lower and Upper Culver Crest Hillside Neighborhoods. The purpose of this memorandum is to provide a range of possible directions for staff comment and selection in use of the preparation of anticipated policy development. PlaceWorks shall review and provide comments to JKA for incorporation onto the Alternatives Memorandum.

- Task 4.B Work Product - Memorandum outlining a range of design standards, guidelines, and illustrative materials that may be developed for consideration and direction by staff.

Task 5 – Implementation Documents

Task 5.A: Phase 3 Administrative Draft Standards and Guidelines

JKA, with PlaceWorks input, review, and comment, shall prepare for City staff input and comment an administrative draft of proposed standards and guidelines for the Lower and Upper Culver Crest Hillside Neighborhoods. In general, zoning code text amendments and design guideline additions are anticipated and will be presented as separate documents for review. Zoning text changes will be prepared in Word to allow comparison between existing code language and proposed code language. At this time, the scope of design guidelines and potential design review processes are not known. However, for purposes of this Scope of Work, design guidelines are assumed to be both narrative and illustrative and include the following elements:

- Table of Contents (JKA)
 - Hillside Design Guidelines Purpose and Objectives (JKA)
 - Hillside Design Guidelines Review and Approval Process (JKA)
 - Hillside Neighborhood Design illustrative graphics (JKA)
 - Hillside Neighborhood Slope Mapping (PlaceWorks)
 - Hillside Neighborhood Design Guidelines (JKA)
 - Glossary of Terms (JKA)
 - Design Guidelines Application and Check List (JKA)
- Task 5.A Work Product - Administrative Draft Development Standards and Design Guidelines for the Lower and Upper Culver Crest Hillside Neighborhoods in Word format (zoning text amendments) and Word format with PDF illustrative appendix (design guidelines).

Task 5.B: Phase 3 Draft Standards and Guidelines

Based upon staff input and direction, and in anticipation of Planning Commission review and comment, JKA shall prepare a draft of proposed zoning code text amendments and potential design/illustrative guidelines. The draft standards and guidelines shall be a logical evolution of the Administrative Draft prepared during Task 5.A. PlaceWorks, as appropriate, shall revise the Hillside Slope Maps during this task.

- Task 5.B Work Product - Draft Development Standards and Design Guidelines for the Lower and Upper Culver Crest Hillside Neighborhoods in Word format (zoning text amendments) and InDesign format (design guidelines).

Task 5.C: Phase 3 Final Standards and Guidelines

Based upon staff input and direction, as well as Planning Commission review and comment, JKA shall work with staff to prepare a Final Draft of proposed zoning code text amendments and potential design guidelines. The final draft standards and guidelines shall be a logical evolution of the draft prepared during Task 5.B. PlaceWorks, as appropriate, shall revise the Hillside Slope Maps during this task.

- Task 5.C Work Product - Final Draft Development Standards and Design Guidelines for the Lower and Upper Culver Crest Hillside Neighborhoods in Word format (zoning text amendments) and InDesign format (design guidelines).

Task 6 - Meetings, Coordination, and Administration

Task 6.A: Phase 3 Coordination Meetings

JKA shall attend coordination meetings (maximum 4) with staff exclusive of the meeting/brainstorm noted in Task 3.A, and others as determined by staff, to coordinate the project and scope of work.

- Task 6.A Work Product - Meeting notes in outline form with action items as needed.

Task 6.B: Phase 3 Planning Commission Meetings

JKA shall attend Planning Commission meetings (maximum 2) to present the Project and receive input and direction.

- Task 6.B Work Product - Meeting notes in outline form with action items as needed.

Task 6.C: Phase 3 City Council Meetings

JKA shall attend City Council Meetings (maximum 2) to present the project and receive input and direction.

- Task 6.C Work Product - Meeting notes in outline form with action items as needed.

Task 6.D: Phase 3 Administration

JKA shall administer the Project and the Project contract including invoicing.

- Task 6.D Work Product - Administration: monthly invoices.

Fee & Expenses

Consultant Services to Conduct Studies and

Prepare Recommendations for Hillside Neighborhood Development Standards and Guidelines (Phase 3)

John Kaliski Architects (w/PlaceWorks and RMA)

				JKA Tasks, Hours, & Costs			PlaceWorks Tasks, Hours, & Costs			RMA Tasks, Hours, & Costs		Phase 3 Subtotal			
				\$205	\$140	\$100	JKA Fee	\$250.00	\$185.00	\$150.00	PlaceWorks Fee		\$160.00	RMA Fee	
Phase I Tasks				Principal	Project Manager	Urban Designer		Principal	Project Manager	Associate			Title A		Title B
1 Background Review & Goals															
A Kick-off Meeting/Final Scope & Schedule				4	8			\$ 1,940.00	2	2			0		\$ 870.00
B Review Plans and Policies				4	16		\$ 3,060.00	2	8	0	\$ 1,980.00	4	\$ 640.00	\$5,680	
2 Phase I Survey of Existing Conditions															
A Culver Crest Neighborhood Survey & Study				4	24		\$ 4,180.00	0	4	0	\$ 740.00	4	\$ 640.00	\$5,560	
3 Community Engagement															
A Community Meeting 1 - Listening/Brainstorm				6	24	8	\$ 5,390.00	2	4	4	\$ 1,840.00	0	\$ -	\$7,230	
B Community Meeting 2 - Ideas & Directions				6	24	8	\$ 5,390.00	2	4	4	\$ 1,840.00	0	\$ -	\$7,230	
4 Identify & Prioritize Options															
A Staff/Consultant Brainstorm				8	8		\$ 2,760.00	2	4	0	\$ 1,240.00	2	\$ 320.00	\$4,320	
B Phase 3 Alternatives Memorandum				4	16		\$ 3,060.00	2	4	4	\$ 1,840.00	4	\$ 640.00	\$5,540	
5 Implementation Documents															
A Administrative Draft Standards and Guidelines				8	24	64	\$ 11,400.00	2	10	6	\$ 3,250.00	14	\$ 2,240.00	\$16,890	
B Draft Standards & Guidelines				6	16	24	\$ 5,870.00	2	6	4	\$ 2,210.00	4	\$ 640.00	\$8,720	
C Final Standards & Guidelines				4	8	8	\$ 2,740.00	2	4	4	\$ 1,840.00	4	\$ 640.00	\$5,220	
6 Meetings, Coordination, & Administration															
A Coordination Meetings (4 max.)				8	16		\$ 3,880.00	2	8	0	\$ 1,980.00	4	\$ 640.00	\$6,500	
B Planning Commission Meetings (2 max.)				4	8		\$ 1,940.00	4	4		\$ 1,740.00	4	\$ 640.00	\$4,320	
C City Council Meetings (2 max.)				4	8		\$ 1,940.00	4	4	0	\$ 1,740.00	4	\$ 640.00	\$4,320	
D Administration				6	16		\$ 3,470.00	0	4	0	\$ 740.00	0	\$ -	\$4,210	
Total Hours				76	216	112	\$ 57,020.00	28	70	26	\$ 23,850.00	52	\$ 8,320.00	\$89,190	
Expense Allowance															
1 Travel/Mileage							\$125.00				\$ 125.00		\$ 75.00	\$325.00	
2 Printing							\$2,000.00				\$ 350.00		\$ 50.00	\$2,400.00	
3 Messenger							\$100.00				\$ 100.00		\$ 100.00	\$300.00	
4 Contingency							\$5,000.00				N.A		N.A.	\$5,000.00	
Professional Services												Professional Services Total	\$89,190		
Expense Allowances												Expenses & Contingency Total	\$8,025.00		
Not To Exceed Fee and Expense Allowance												Not To Exceed Fee	\$97,215.00		