

Culver CITY

MEMORANDUM

DATE: AUGUST 12, 2021
TO: SOL BLUMENFELD, COMMUNITY DEVELOPMENT DIRECTOR
FROM: ASHLEY HEFNER HOANG, ADVANCE PLANNING MANAGER
SUBJECT: GENERAL PLAN UPDATE (GPU) BUDGET AMENDMENTS

This memo outlines various scope and budget amendments for the GPU project identified by the consultants in response to City Council, Planning Commission, City staff, and community requests/input. Tasks that are timely and critical path needing urgent approval are flagged and non-urgent tasks could be agendaized for the 9/13 meeting for the City Council's consideration.

Critical Path Tasks Needing Urgent City Manager Approval

The tasks requiring urgent City Manager approval total \$49,764. These tasks would be covered by existing GPU Contingency Budget and Transportation Department funds. As of August 2021, contingency funds used is \$31,338.50, with \$136,930.25 remaining. Applying Tasks 5.6 and 8.8 below, \$112,504.25 would remain in the Contingency Fund. Task 10.6 would be covered by Transportation Department funds.

- **Task 5.6 (\$7,105): Nelson Nygaard (NN) – Select Preferred Direction.** The collaboration with PWD/TD on the mobility alternative has taken more time than initially scoped. This increase would allow NN to continue coordination and finalize the preferred mobility alternative.
- **Task 8.8 (\$17,321): ESA – Housing Element IS/ND.** ESA needs to start on the SB 18/AB 52 Tribal consultation the week of **August 16**. The original scope did not account for the Housing Element advancing before the GPU, which requires a separate environmental review process.
- **Task 10.6 (\$25,338): Nelson Nygaard (NN) – Short-Range Mobility Plan.** The Transportation Department requested this task to assist in developing the SRMP. They would like to have the kickoff with NN on **August 31**.

I will give Heather and Pam a heads up to anticipate processing a contract amendment for the urgent items next week pending your and John's approval, and send them the related information. Mike Tobin offered to help process this as one of the tasks is for Transportation.

Remaining Tasks, Approval Is Non-Urgent

The remaining tasks that don't require urgent approval total \$160,210, some of which are optional. The remaining Contingency Budget would partially cover these tasks but the City Council would need to approve a budget amendment to make up the difference. Applying the remaining \$112,504.25 of the Contingency Budget, an added \$47,706 of General Fund monies would be required should the City Council decide to approve all of the proposed amendments.

Raimi's memo and the subconsultants' scopes identify the reasons for each proposed amendment, whether it was a result of Council direction, Planning commission recommendation, or otherwise from the community or staff.

Attachments:

1. Raimi + Associates Update Services Memo
2. Task 2.17 Perkins + Will Memo
3. Tasks 5.6 and 5.7 Nelson Nygaard Memo
4. Task 8.8 ESA Memo
5. Task 10.5 Perkins + Will Memo
6. Task 10.6 Nelson Nygaard Memo
7. Transportation Department SRMP Timeline

August 12, 2021

City of Culver City General Plan Update

To: Ashley Hefner Hoang, City of Culver City

From: Eric Yurkovich, Raimi + Associates

Project: Culver City General Plan Update Services (R+A Project Number 19005)

As requested, this memorandum summarizes a series of amended and additional tasks for the General Plan Update Services (Prime Agreement dated June 25, 2019) for review and discussion. Opportunities to reallocate unused task / expense resources are identified and included to offset the additional services request. A table summarizing estimated costs and remaining contingency are included below. Please do not hesitate to let us know if you have any questions.

Additional Services

This section summarizes the potential changes to Exhibit A, the Scope of Work.

- **Task 2.7: General Plan Advisory Committee Meetings (amended task)** would be amended to include two additional meetings with the General Plan Advisory Committee (GPAC) for Raimi + Associates and one additional meeting for Nelson\Nygaard at the request of the GPAC. All meetings are assumed to be virtual.
- **Task 2.16: Volunteer Communications Network (remove task)** would be removed from the Scope of Work. City staff would continue coordinating with the network without the support of Raimi + Associates. Remaining resources would be reallocated to offset costs for additional meetings.
- **Task 2.17: Neighborhood and Corridor Engagement (new task)** would be added to include neighborhood and corridor meetings lead by Perkins & Will at the request of Planning Commission and City Council. The scope will be added as follows:

Task 2.17: Neighborhood and Corridor Engagement

Perkins & Will will lead up to eight neighborhood and corridor meetings. These include:

- Residential (R1/2) stakeholder groups (x4);
- Stakeholders in existing multi-family neighborhoods (x2); and
- Individual corridor and large-site stakeholders (x2).

Residential stakeholder groups and multifamily neighborhood meetings are assumed to be held in smaller groups and in person, with no more than 20 people at a time, pending Los Angeles County Public Health Department guidance. Meetings with corridor and large site stakeholders are assumed to be individual conversations. Each meeting type will require preparation of visuals, noticing, summary, and materials posted to the project website.



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- *** Task 5.6: Select Preferred Direction (amended task)** would be amended to allow Nelson\Nygaard to continue collaborating with City staff to develop the Preferred Direction through revisions to the Aspirational alternative based on City, committee, and community feedback. The scope would be amended as follows:

Task 5.6: Select Preferred Direction

Through an extensive public process that will include input from public workshops, City staff, and the Planning Commission and City Council, the alternatives will be vetted, discussed, and evaluated. The Consultant Team will learn from community members and stakeholders and welcomes their input in a variety of meaningful ways. While we may not always be able to do everything the community asks, we can incorporate feedback into the alternatives and arrive at a preferred plan with significant buy-in.

At the end of this process, the preferred direction for each of up to three change areas will have been selected and refined. This finalized approach will present a clear picture of land use, open space, development intensity, circulation, and an economic framework for the continued evolution of each change area. It is assumed that the final direction for each area will represent a combination of elements from project alternatives. It is anticipated that elements of the transportation plan will include enhancements to the connectivity, functionality, and safety of all transportation modes through smart transportation management and a complete streets approach. The preferred alternative will be reviewed and approved by City staff, the Planning Commission and/or City Council.

Nelson\Nygaard will continue collaborating with City staff to develop the Preferred Direction through revisions to the Aspirational alternative based on City, committee, and community feedback. Key activities include:

- Documenting the relationship between the draft lists of mobility network capital investments developed for GPU and BPAP;
 - Coordinating with City staff to update Roadway Table; and
 - Revising the alternative maps that illustrate the comprehensive long-range priority investment areas for transit, microtransit, active transportation, and emerging mobility network investments.
- **Task 5.7: Analysis of Preferred Direction (amended task)** would be added to allow Nelson\Nygaard to conduct a single occupancy vehicle trip reduction estimation associated with active transportation and emerging mobility investments for the Preferred Direction at the request of City staff. The scope would be amended as follows:

Task 5.7: Analysis of Preferred Direction

Following the selection of the preferred alternative for each change area, the Consultant Team will review the selected approach for effectiveness and market feasibility. This step will ensure that plan recommendations lead to the desired results. R+A will re-run prior analyses from Task 5.6, assuming proposed

*This task was administratively approved under the Fifth Amendment.

recommendations and policies are in place, including a multi-modal transportation analysis by N\N and land use, GHG, environmental and health analysis using UrbanFootprint.

Nelson\Nygaard will conduct a CAPCOA SOV trip reduction estimation associated with active transportation and emerging mobility investments for the Preferred Direction. Key activities include:

- Estimating active transportation SOV trip and VMT reduction potential for Preferred Direction and applying the qualitative CAPCOA factors to trip generation data from the Fehr & Peers travel demand model outputs; and
- Preparing a technical memorandum summarizing SOV trip and VMT reduction estimation methodology and results for Preferred Direction.

- **Task 7.6: Public Draft Plan, Housing Element (amended task)** has required a significantly higher level of effort than was anticipated in the original scope of work. This amendment allows for the continued coordination of Veronica Tam & Associates with City Staff to accommodate additional Housing Element changes and implementation of the Housing Element Guiding Principles.
- ***Task 8.8: Housing Element IS/ND (new task)** would be added to allow Environmental Science Associates to complete an initial study and environmental review of the Housing Element at the request of City staff. The scope will be added as follows:

Task 8.8: Housing Element IS/ND

Environmental Science Associates would prepare environmental documentation for the Culver City Housing Element Update. ESA anticipates that an Initial Study / Negative Declaration or Mitigated Negative Declaration (IS/(M)ND) would be adequate to provide for CEQA clearance for the Housing Element as a policy document. The tasks required for the timely completion of the environmental review process would include:

- 1) Collect data and prepare project description;
- 2) Prepare draft IS/(M)ND package; and
- 3) Prepare final IS/(M)ND

- **Task 9.2: City Council, Planning Commission, + Other Updates and Study Sessions (amended task)** have required a significantly higher level of effort than was anticipated in the original scope of work. This amendment allows for Raimi + Associates attend up to four additional meetings. All meetings are assumed to be virtual.
- **Task 10.5: Incremental Infill Standards/Guidelines (new task)** would be added to allow Perkins & Will to develop Incremental Infill guidelines and visualizations at the request of Planning Commission and City Council. The scope would be added as follows:

*This task was administratively approved under the Fifth Amendment.

Task 10.5: Incremental Infill Guidelines and Visualizations

Perkins & Will will develop Incremental Infill objective design guidelines that address existing scale and context in the potential implementation of ‘Incremental Infill’ in existing Single-Family Neighborhoods. Perkins & Will would prepare of visualizations, diagrams, and other informational materials, and facilitate up to 2 meetings with Planning Commission and 1 meeting with City Council.

- * **Task 10.6: Short-Range Mobility Plan (new task)** would be added to allow Nelson\Nygaard to assist in the preparation of the City’s annual Short-Range Mobility Plan (SRMP) at the request of City staff. The scope would be added as follows:

Task 10.6: Short-Range Mobility Plan

Nelson\Nygaard would review the plan as it is developed and provide input and feedback as necessary. Specifically, Nelson\Nygaard would provide staff with direction and guidance in outlining the mobility challenges faced by the City and the phasing of improvements through 2023 that will help the City address these challenges. The SRMP would feed off the General Plan and detail how the organization intends to successfully execute transportation and mobility projects over the next three years with the goal of achieving its long-term mobility objectives as outlined in the General Plan.

- **Task 11.2: Status/Management Meetings (amended task)** have required a significantly higher level of effort than was anticipated in the original scope of work. This amendment allows for the continued coordination of Raimi + Associates and Nelson\Nygaard with City Staff. This will also allow for the continued update of the project work plan.
- **Mileage and Travel Expenses (amended)** a portion of the remaining mileage and travel expenses for Raimi + Associates would be reallocated to offset costs for additional meetings and coordination.

Estimated by Cost

This section summarizes the estimated costs by task.

Task Number	Estimated Cost
Task 2.7: General Plan Advisory Committee Meetings (amended task)	\$14,749
Task 2.16: Volunteer Communications Network (remove task)	-\$12,800
Task 2.17: Neighborhood and Corridor Engagement (new task)	\$36,082
Task 5.6: Select Preferred Direction (amended task)	\$7,105 *
Task 5.7: Analysis of Preferred Direction (amended task)	\$16,326
Task 7.6: Public Draft Plan, Housing Element (amended task)	\$7,725

*This task was administratively approved under the Fifth Amendment.

Task 8.8: Housing Element IS/ND (new task)	\$17,321 *
Task 9.2: City Council, Planning Commission, + Other Updates and Study Sessions (amended task)	\$16,063
Task 10.5: Incremental Infill Guidelines and Visualization (new task)	\$79,717
Task 10.6: Short-Range Mobility Plan (new task)	\$25,338 *
Task 11.2: Status/Management Meetings (amended task)	\$22,348
Mileage and Travel Expenses (amended)	-\$20,000
Total	\$209,974

Note: Task budgets include all administrative and management fees.

Contracted and Contingency Budget

This section summarizes the contracted and contingency budget for the General Plan Update Services project. It also includes an estimate of the remaining contingency, which may be used to fund a portion of the amended services.

	Contract	Contingency	Contract + Contingency Total
Original Contract	\$1,967,755	\$196,776	\$2,164,531
Amendment 1 (CMO Chiefs Panel)	\$1,995,234	\$196,776	\$2,192,010
Amendment 2 (SB 2 Grant)	\$2,106,241	\$168,269	\$2,274,510
Amendment 3 (LEAP Grant)	\$2,248,741	\$168,269	\$2,417,010
Amendment 4 (Terms)	\$2,248,741	\$168,269	\$2,417,010

Contingency funds were used at different times during the process. As of August 2021, the contingency funds used is \$31,338.50. The remaining contingency is \$136,930.25 (\$168,269 – \$31,338.50).

We appreciate the opportunity to submit this proposal for your consideration. Should you have any questions or require additional information please feel free to contact me at (510) 754-2088.

Sincerely,



Eric Yurkovich
Principal

*These tasks were administratively approved under the Fifth Amendment.

Draft for Review 7/27/21

Any changes to LU element separate
Invitations and additional facilitators by City



August 3, 2021

Eric Yurkovich
Project Manager
Raimi + Associates

RE: Culver City General Plan Update (GPU) Mobility Element – Additional Services

Dear Mr. Yurkovich,

On behalf of Nelson\Nygaard Consulting Associates, Inc., I am pleased to submit this letter to Raimi + Associates (R+A) for the Culver City General Plan Update (GPU).

Nelson\Nygaard (N\N) remains committed to the successful development and delivery of the Mobility Element of the GPU, as per the scope of work (SOW). The purpose of this correspondence is for N\N to document the progress of contract work tasks and deliverables, consistent with the SOW attached in support of the GPU.

N\N and R+A met with Culver City Planning and Public Works staff (6/17/21), following the successful execution of Project GPAC, TAC, and Community Workshop events throughout May 2021 to review draft alternatives for the Task 5.5 - Mobility Analysis. Next steps discussed at the meeting included: the development of recommendations for the Mobility Element of the GPU, as well as several requests for further coordination, data collection, and analysis to refine draft mobility alternatives and identify a Preferred Direction for future study during the environmental compliance (CEQA) phase of the GPU. Production of deliverables in support of the draft GPU Mobility Element is requested by October 2021 for public comment and advancement of the CEQA process.

This correspondence documents the work tasks remaining to produce the Preferred Direction of the Mobility Element of the GPU where N\N had no specified role within the scope or budget; as well as additional out of scope tasks requested by the Client (for estimation of SOV trip and VMT reduction potential) beyond the requirements of the GPU process. The roadmap for work completion and the subsequent cost proposal attached will align the level of effort required to deliver the services requested by the Client, and as understood by N\N, with areas of the contract SOW where N\N has neither been scoped nor budgeted.

If we can provide any additional information, please do not hesitate to contact Jimi Mitchell at jmitchell@nelsonnygaard.com or 213-694-4457, or Carley Markovitz at cmarkovitz@nelsonnygaard.com or 213-694-4465. I am authorized to negotiate with R+A in connection with this effort.

Sincerely,

Jimi Mitchell

Culver City GPU

Mobility Element – Additional Services Request



Submitted by
Nelson\Nygaard Consulting Associates, Inc.
706 South Hill Street, Suite 1200, Los Angeles, CA 90014
213-785-5500

CONTACT: Jimi Mitchell **TITLE:** Senior Associate
EMAIL: jimitchell@nelsonnygaard.com

Roadmap to Completion

Nelson\Nygaard (N\N) has completed the majority of the Culver City General Plan Update contract deliverables for stated Tasks 1 through 6 to date, as shown in **Table 1** and referenced in Enclosures A and B of this document.

TABLE 1 | NELSON\NYGAARD CONTRACT SOW -- STATUS COMPLETION SUMMARY¹

Task	Description	% Complete	Tasks in Progress	Outstanding Tasks
Task 1	Project Initiation	100%	contract SOW complete	n/a
Task 2	Community Engagement	85%	Task 2.8 TAC meetings – 2 of 3 complete TAC #3 scheduled September 2021	Potential additional community meeting (Task 2.12) in support of Policy Framework or review of circulation diagrams (optional additional request)
Task 3	Discovery	95%	n/a	Task 3.13 Funding Matrix - Fall 2021 / Winter 2022
Task 4	Citywide Visioning	no role	n/a	n/a
Task 5	Land Use, Urban Design, + Transportation Alternatives	100%	contract SOW (Task 5.3, 5.4 and 5.5) complete	Out of scope work request for Tasks 5.6 and 5.7 to develop Preferred Direction and assess high-level SOV trip / VMT reduction potential
Task 6	Citywide Policy Frameworks + Technical Analysis	25%	Task 6.3 Mobility Policy Framework – draft submitted for review	Update based on City review (comments pending)
Task 7	General Plan Development	0%	not yet underway	Admin Draft Mobility Element (Task 7.3)
Task 8	CEQA Compliance	no role	n/a	n/a
Task 9	Public Review + Adoption	0%	not yet underway	Attend one Council/Planning Commission Session for Public Review + Adoption (Task 9.2)
Task 10	Plan Implementation	0%	not yet underway	Develop implementation strategies for actions/programs identified in the Mobility Element (Task 10.3)

General Plan Update (GPU): Add-on Service Request
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Task 11	Project Management + Team Coordination	65%	Task 11.1 Complete Tasks 11.2 and 11.3 Ongoing	Ongoing
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- 1 Reference Enclosure B for detailed itemization of N\N roles and responsibilities within SOW subtasks and summary of completion status.

Recent technical efforts have focused on Task 5.5 – Alternatives Analysis and the development of alternative multimodal investment strategies. N\N assembled and presented a comparative matrix of capital and service investment programs within the Financially Constrained and Aspirational mobility alternatives at the GPAC, TAC, and Community workshops, which aligned with the scope outlined in our subcontract (see Task 5.5 “contracted scope” in **Table 2**).

During the GPU Project Team coordination meeting held on 6/17, the City requested Nelson\Nygaard move forward with work tasks supporting refinement of a Preferred Direction for the mobility network that aligns with the expressed preferences of community stakeholders during recent engagement activities and expands upon the assumptions developed for the Aspirational alternative. In addition, City staff has communicated requests for N\N collaboration with VMT Mobility Impact Fee Consultant (F&P) regarding SOV trip and VMT reduction potential of the Preferred Direction in support of CEQA environmental documentation and analyses.

These requests extend beyond our current contracted scope of work. The coordination, refinement, and analysis for potential benefits and impacts of a Preferred Direction are aligned with work described in contract SOW Tasks 5.6 and 5.7. Unfortunately, N\N is explicitly excluded from any supporting role or involvement (per our contracted scope of work) within these subtasks.

Stakeholders also requested further involvement in refining the Mobility Element. This may result in the scheduling of an additional committee, commission, or community meeting (Task 2.12) in the Fall of 2021, which could be focused on the policy framework and/or circulation diagrams.

In response to these requests, N\N developed a potential roadmap of technical and coordination activities, including out of scope activities, illustrated by the timeline in **Figure 1**. The milestone timeline identifies roles, responsibilities, and durations of GPU project team members from Culver City, N\N, R+A, and Fehr& Peers (VMT Mobility Impact Fee Consultant) supporting delivery of items A and B, above. Detailed descriptions of proposed work tasks are provided in **Table 2**.

The table on pages 5-6 summarizes the remaining work activities required to achieve the City’s requests, and the associated costs to deliver this analysis.

Cost Proposal

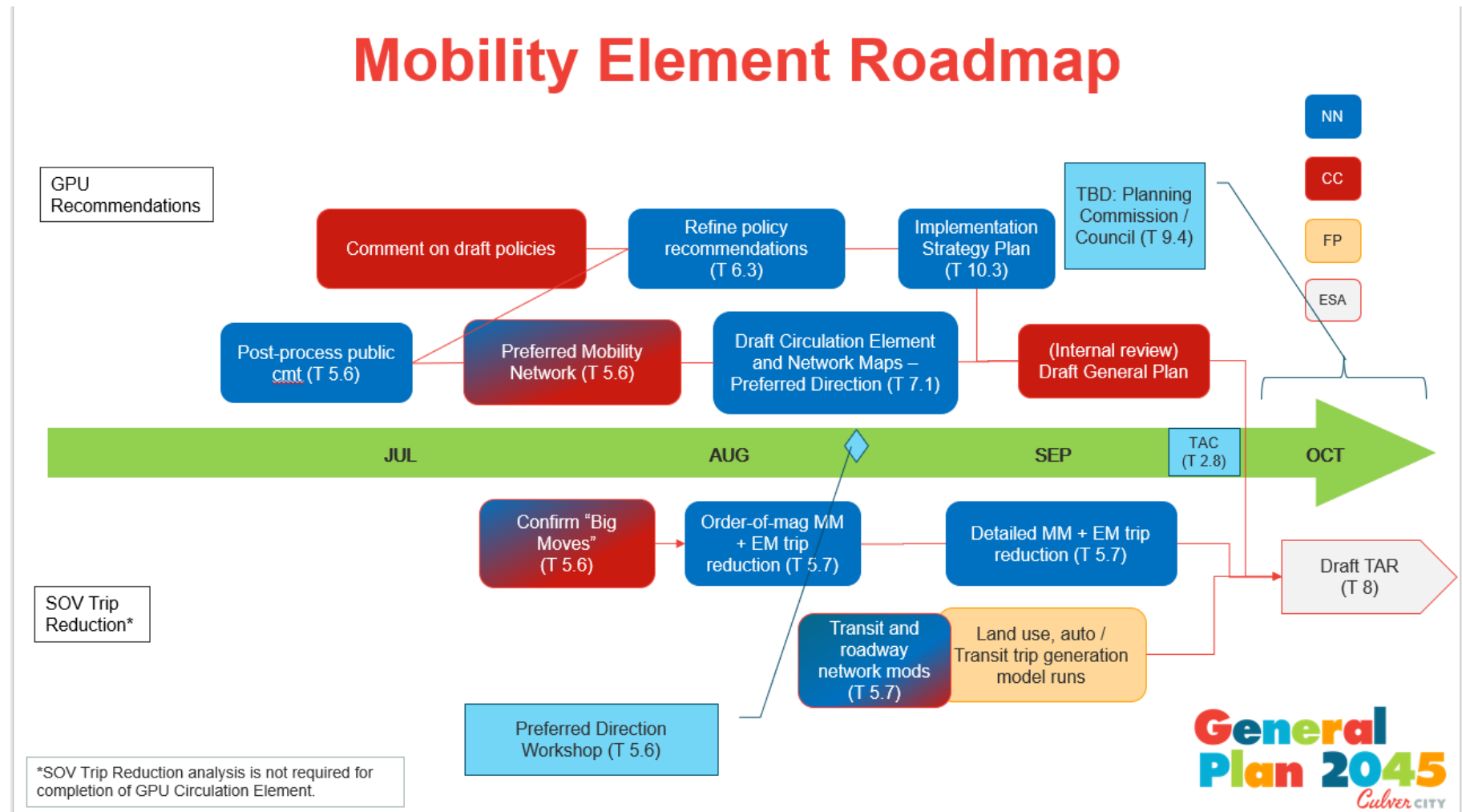
In support of further discussions regarding the additional work tasks requested by Culver City, N\N has developed the detailed cost proposal included as Enclosure C.

The total projected cost for N\N staff (including optional tasks) to provide the requested additional services is \$34,680. The table on page 6 displays a breakdown of this cost by staff labor hours per task.

Enclosures

- A. Culver City GPU contract SOW (executed)
- B. N\N Project Charter
- C. N\N cost proposal for additional services

FIGURE 1 | CULVER CITY GPU MOBILITY ELEMENT TASK ACTIVITIES



General Plan Update (GPU): Add-on Service Request
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TABLE 2 | COST BREAKDOWN OF OUT-OF-SCOPE TASKS

Task	Contracted Scope (SOW)	Additional Work Requests beyond Contracted SOW & Anticipated Deliverable	Proposed Additional Fee
OPTIONAL Task 2.12 Community Workshops + Festivals	Contract SOW states “N\N will prepare for and attend one workshop. N\N will develop meeting content and materials as directed by R+A.” (Contract SOW complete)	N\N will prepare supporting materials for and facilitate an additional committee or community meeting to discuss the GPU Mobility Element, focused on the Policy Framework and/or circulation diagrams, to be conducted in Fall 2021. Feedback collected at the meeting will be incorporated within the Final GPU Mobility Element.	36 hrs = \$6,080 (Optional)
Task 5.5 Alternatives Analysis	Contract SOW states “N\N is solely responsible for the Mobility Analysis.” (Contract SOW complete)	After a discussion with R+A, it was confirmed that N\N will conduct no further analysis on the Financially Constrained and Aspirational alternatives and will close out Task 5.5. Additional analysis requested by the City will be developed for the Preferred Direction under Task 5.6 and 5.7.	\$0 (no additional work to be completed)
Task 5.6 Select Preferred Direction *	Contract SOW states “N\N has no role in this task.”	N\N will collaborate with City staff to develop the Preferred Direction through revisions to the Aspirational alternative based on City, committee, and community feedback. <u>Work activities:</u> <ul style="list-style-type: none"> Identify Big Moves investments to include within SOV trip reduction analysis (Ex - transit priority lanes, expanded bike network, microtransit, mobility hubs, Ballona Creek S. bank). 	48 hrs = \$7,650

*This task was administratively approved under the Fifth Amendment.

General Plan Update (GPU): Add-on Service Request
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		<p>(2 of 5 meetings conducted: 7/7 - CCPWD and 7/8 CC Transportation)</p> <ul style="list-style-type: none">▪ Coordinate with City staff to document the relationship between the draft lists of mobility network capital investments developed for GPU and BPAP and what the GPU purpose is and is not in relation to the BPAP's purpose (N\N - advisory role only)▪ City staff perform a detailed review and annotation of project descriptions included within the Preferred Direction (excel workbook) produced by NN and define expanded ped/bike network recommendations beyond those identified in the BPAP. (N\N - advisory role only)▪ Coordinate with City staff to update Roadway Table▪ Revise the alternative maps that illustrate the comprehensive long-range priority investment areas for transit, microtransit, active transportation, and emerging mobility network investments for City review. Once City staff has approved maps, a final set of circulation maps will be produced for the GPU. <p>Deliverable: Preferred Direction mobility network maps and project list. Coordination meeting materials,</p>	
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General Plan Update (GPU): Add-on Service Request
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		including agendas, exhibits, and summaries (up to 5 meetings).	
Task 5.7 Analysis of Preferred Direction	Contract SOW states "N\N has no role in this task."	<p>N\N will conduct the CAPCOA SOV trip reduction estimation associated with active transportation and emerging mobility investments for the Preferred Direction. In progress updates of assumptions and draft results may be documented via presentation slide deck.</p> <p><u>Work activities:</u></p> <ul style="list-style-type: none"> ▪ Qualitative estimation of CAPCOA trip reduction potential to be shown as a percentage range for mobility components associated with Preferred Direction ▪ Translation of transit, microtransit, and roadway network recommendations within the Preferred Direction mobility network to data inputs needed for VMT mobility impact fee consultant (F&P) to conduct travel demand / trip generation analysis. ▪ F&P will provide travel demand model outputs and trip generation data tables to N\N. ▪ Estimation of active transportation SOV trip and VMT reduction potential for Preferred Direction and apply the qualitative CAPCOA factors to trip generation data from the travel demand model outputs. VMT trip reduction to be processed in support of the CEQA Compliance task 	<p>116 hrs = \$15,850</p> <p>(This task has been included in the cost for Base Services needed to complete analysis requested by the City but it is not required to complete the Mobility Element of the GPU)</p>

General Plan Update (GPU): Add-on Service Request
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		<ul style="list-style-type: none"> Produce technical memorandum summarizing SOV trip and VMT reduction estimation methodology and results for Preferred Direction. <p>Deliverable: Draft and Final Technical memo documenting GPU circulation network SOV trip and VMT reduction estimation methodology and results.</p>	
11.2 Status/Management Meetings	Contract SOW states "N\N will participate in status/management meeting as need at the direction of R+A."	<p>N\N will participate in additional coordination with the Project Team and City staff to complete review and revisions in support of the Final Mobility Element</p> <ul style="list-style-type: none"> Up to five (5) coordination meetings 	30 hrs = \$5,100
		<p align="center">BASE SERVICES TOTAL COST</p> <p align="right">194 hrs</p>	\$28,600
		<p align="center">OPTIONAL ADDITIONAL SERVICES TOTAL COST</p> <p align="right">36 hrs</p>	\$6,080
		<p align="center">TOTAL ADDITIONAL SERVICES COST</p> <p align="right">230 hrs</p>	\$34,680



August 12, 2021

*This task was
administratively approved
under the Fifth Amendment.

Eric Yurkovich
Raimi + Associates
1900 Addison Street, Suite 200
Berkeley, CA 94704

Subject: Contract Amendment for the Preparation of an Initial Study/Negative Declaration (ND) or Mitigated Negative Declaration (MND) for the Culver City Housing Element Update

Dear Eric:

Environmental Science Associates (ESA) is providing this letter proposal for the preparation of environmental documentation for the Culver City Housing Element Update (the Project). The document, which we assume will be a Negative Declaration or Mitigated Negative Declaration [(M)ND], will evaluate the potential environmental effects of the City's Draft 2021-2029 Housing Element Update. Included in this proposal is a brief scope of work to complete the California Environmental Quality Act (CEQA) review process, a timeline, and an estimate of fees and direct costs for completion of our services.

Project Approach

Our approach to the preparation of the environmental document for the Housing Element Update will be informed by our efforts to date working on the City's comprehensive General Plan Update, and through continued collaboration with the City, Rami + Associates, and Veronica Tam and Associates, Inc. (Project Team). Our scope of work and cost estimate reflect our expectations of the level of effort necessary to address the environmental issues associated with the Housing Element Update at a programmatic level. Our intent is to keep the effort focused and efficient while ensuring full compliance with CEQA requirements.

Scope of Work

Based on our experience preparing environmental documentation for Culver City and our understanding of the Housing Element Update and how it fits in with the General Plan Update as well as other similar efforts in the State, ESA anticipates that an Initial Study/(M)ND will be adequate to provide for CEQA clearance for the Housing Element as a policy document.



The table below lists the tasks required for the timely completion of the environmental review process through preparation of an IS/(M)ND with Culver City as the Lead Agency. Following the table is a brief description of each of these separate tasks.

Task	Task Description
1	Collect Data/Prepare Project Description
2	Prepare Draft Initial Study/(M)ND Package
3	Prepare Final Initial Study/(M)ND

Task 1 – Collect Data/Prepare Project Description

ESA will review the Housing Element Update and base the draft (M)ND on the draft Housing Element intended to be sent to the California Department of Housing and Community Development (HCD). ESA will coordinate with the City relative to the required SB 18 and AB 52 consultation, which will notify the Tribes regarding the Housing Element Update. ESA assumes that the City will conduct consultation with tribal representatives who have requested notification of projects within the City pursuant to California Public Resources Code Section 21080.3.1 (Assembly Bill 52) and SB 18. ESA assumes the approach will advise the tribes regarding the nature of the Housing Element Update and the consultation process that will occur during the environmental review process for the General Plan Update thereby allowing consultation on the entirety of the City's General Plan, including the Land Use Map.

It is assumed that the City or Project Team will provide any site-specific studies prepared to date, exhibits, and materials for development of the environmental document during this task. If additional data is required, ESA will submit requests to the City.

ESA will prepare a draft (M)ND Project Description, which will include: a project location map; a description of the regional and local setting; the housing element history; planning context; population and housing characteristics and trends; and opportunity sites, if any. ESA assumes the necessary General Plan and/or zoning amendments will be included as part of the City's General Plan Update that is currently underway and will not be evaluated as part of the Project in this environmental document. The Project Description will be used as the basis for preparing the City's Initial Study Checklist, which is described below. Upon receipt of the City's consolidated comments, ESA will make necessary changes to the Project Description for inclusion in the Initial Study.

Deliverables:

- Project Description



Task 2 – Prepare Initial Study/(M)ND Package

ESA will prepare a draft of the Initial Study Checklist, which is comprised of a number of technical questions under 19 issue areas, each of which must be addressed with supporting data, evidence, and logic-based analysis. The Explanation of Checklist Determinations will substantiate why each of the environmental issues included within the Initial Study Checklist will not result in significant and unavoidable impacts to the environment. ESA will use information developed as part of the General Plan Update process, such as the Existing Conditions Reports relative to biological and cultural resources, in the preparation of the Initial Study. Given that the Housing Element Update is a policy document that will lay the groundwork for the City to provide the housing necessary to comply with the RHNA allocation, it is anticipated that most issue areas would result in less than significant or no impacts and that the analyses for the most part will be qualitative. ESA will coordinate with the City during the preparation of the Initial Study, as needed, to standardize language relative to the General Plan and zoning amendments anticipated to occur through the General Plan Update process.

ESA assumes no field work will be undertaken as part of this effort since the Housing Element Update is a policy document that does not include physical development at this time

Upon completion of the Initial Study/(M)ND, ESA will submit the document to the City for review. ESA will incorporate revisions to the document based on the single set of consolidated City comments. Upon incorporation of City revisions, ESA will prepare a proof-check of the Initial Study/(M)ND package for City review. Upon finalization of the Initial Study/(M)ND package, ESA will provide a public review Draft (M)ND for City use.

ESA will prepare the Notice of Intent to Adopt (NOI) an (M)ND for City review. ESA assumes the City will distribute the NOI to Responsible Agencies, trustee agencies, other interested parties and the County Clerk as mandated by CEQA. In addition, ESA assumes the City will arrange for publication of the notice in a newspaper of general circulation pursuant to CEQA Guidelines Section 15072(b)(1). It is assumed that posting of the NOI would be provided at City Hall and/or on the City Website, and would be posted by the City. In addition, ESA assumes the City will provide the document to public libraries, if appropriate. ESA will upload the NOI and (M)ND to the State Clearinghouse. The NOI will start the 30-day review period for the proposed (M)ND.

Deliverables:

- Draft Initial Study/(M)ND for City review (1 electronic copy)
- Proof-Check Draft Initial Study /(M)ND for City Review (1 electronic copy)
- Public Review Draft MND (1 electronic copy)



Task 3 – Prepare Final Initial Study/(M)ND

Upon completion of the public review period mandated by CEQA, ESA will respond to comments on the IS/(M)ND and will revise the document if necessary. The Responses to Comments will be included in the Final MND, or as a standalone document. Public reaction to the IS/(M)ND cannot be predicted with accuracy and could range from a small number of largely positive comments to a substantial number of technical and/or strongly negative comments. In light of the fact that the City will have involved the public during the preparation of the Housing Element Update, it is assumed that comments on the environmental document will be light. If the Housing Element Update is approved and the IS/(M)ND is adopted, ESA will prepare a Notice of Determination (NOD) consistent with Appendix D of the State CEQA Guidelines or in a format typically used by the City. ESA assumes the City will file the notice with the County Clerk within 5 working days and that the City will provide any necessary filing fees. Filing of the NOD starts a 30-day statute of limitations for CEQA challenges on the Housing Element Update. ESA will attend up to two (2) public hearings regarding the IS/(M)ND during the process.

Deliverables:

- Draft - Final MND for City review (1 electronic copy)
- Proof-Check – Final MND for City Review (1 electronic copy)
- Final MND (1 electronic copy)
- Notice of Determination
- Attendance at up to two (2) public hearings

Schedule

The following dates reflect assumptions and goals established in coordination with the City and Rami + Associates to meet the City's targeted hearing dates:

- Draft Housing Element to HCD – end of August 2021
- 1st Draft (M)ND to Rami/City for Review – September 17, 2021
- Comments back to ESA – September 27, 2021
- Complete Draft (M)ND – October 1, 2021
- Circulate Draft (M)ND – week of October 4, 2021
- Prepare Final (M)ND – week of November 8, 2021
- Public Hearing – November 29, 2021 (Planning Commission) and December 20, 2021 (City Council)



In the event submittal to HCD is delayed or other issues outside of ESA's control cannot be resolved in a timely fashion, the dates and schedule outlined above may be subject to change.

Proposed Fees

Based on our understanding of the Project and the Scope of Work provided above, our estimated fee to prepare the environmental process is outlined in the table below.

Summary of Proposed Fees for IS/(M)ND

Task	Task Description	Fees
1	Collect Data/Prepare Project Description	\$2,560
2	Prepare Initial Study/MND Package	\$7,695
3	Prepare Final MND	\$3,660
TOTAL COST ESTIMATE		\$14,915

^a Dollar values are allowances; actual costs could be higher or lower. Should actual costs be lower, only actual costs will be billed. Should circumstances cause actual cost to exceed budgets for the line items, additional authorization will be sought prior to exceeding approved budgets.

^b Dollar value is an estimate and will generally be determined by the number of copies of the Initial Study/MND and Technical Analyses that will be required.

We appreciate the opportunity to submit this proposal for your consideration. The terms of this revised proposal remain valid for sixty (60) days and are subject to change after that time. Should you have any questions or require additional information please feel free to contact us at (213) 542-6042. Thank you for considering ESA.

Sincerely,

A handwritten signature in black ink that reads "Luci Hise-Fisher". The signature is written in a cursive, flowing style.

Luci Hise-Fisher, AICP
Project Manager

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

Jay Ziff
Project Director

GPU Design Guidelines and Visualizations for Implementation of Incremental infill in SFH Areas – DRAFT Scope of Work

Date: 8.11.2021

Authored by: Martin Leitner

Project Understanding

Development of objective design guidelines that address existing scale and context in the potential implementation of 'Incremental Infill' in existing Single-Family Neighborhoods. Include preparation of visualizations, diagrams, and other informational material.

Scope of Work

1. Existing Conditions & Documents Review

- Detailed review of existing codes and prior studies, including impacts of current state laws
- Review of potential changes included in state laws under consideration (SB 9)
- Review of existing R1 neighborhoods for typical conditions as well as identification of unusual sites that may require alternative guidelines
- Photo-documentation of existing neighborhoods (1/2 day site visit)

2. Site Testing & Objective Guideline Development

- Development of base plan and model for up to four prototypical testing sites, considering common conditions (corner/in-line, small/large lot, site slope, existing character)
- Identification and evaluation of effectiveness of objective guideline criteria for consideration, selection of guidelines
- Testing of guidelines on four prototypical testing sites, incl. interdependence of guidelines
- Verification that proposed guidelines meet state's objectivity criteria
- Development of guideline text

3. Visualizations & Guideline Diagrams

- Photo and diagram boards
- One street view before/after for each of the four prototypical testing sites

GPU Design Guidelines and Visualizations for Implementation of Incremental infill in SFH Areas – DRAFT Scope of Work

- One axonometric view before/after for each of the four prototypical testing sites
- Guidelines diagrams summarizing key objective criteria

4. Coordination Meetings

- Coordination and review with city staff (10)
- Participation in Planning Commission meetings (2)
- Participation in City Council meeting (1)

Assumptions

- One round of modifications/revisions based on Planning Commission guidance
- Any changes to land use element separate
- All meetings virtual
- Three to four-month duration from start
- Guidelines text and diagrams will be incorporated into General Plan Update document

Culver City General Plan Update

Draft for Review 8/11/21

Design Guidelines and Visualizations for Implementation of Incremental infill in SFH Areas	Leigh Christy	Martin Leitner	Jovanni Carter-Davis	Designer II	TOTAL
	\$300	\$245	\$150	\$130	
Existing Conditions & Document Review					
Detailed review of existing codes and prior studies, including impacts of current state laws	1	4	40		\$ 7,280
Review of potential changes included in state laws under consideration (SB 9)		4	4		\$ 1,580
Review of existing R1 neighborhoods for typical conditions as well as identification of unusual sites that may require alternative guidelines		4	16		\$ 3,380
Photo-documentation of existing neighborhoods (1/2 day site visit)		1	4		\$ 845
					\$ 13,085
Site Testing & Objective Guideline Development					
Development of base plan and model for up to four prototypical testing sites, considering common conditions (corner/in-line, small/large lot, site slope, existing character)		2		20	\$ 3,090
Identification and evaluation of effectiveness of objective guideline criteria for consideration, selection of guidelines	2	10	20		\$ 6,050
Testing of guidelines on four prototypical testing sites, incl. interdependence of guidelines		10	60		\$ 11,450
Verification that proposed guidelines meet state's objectivity criteria		4	4		\$ 1,580
Development of guideline text		10	40		\$ 8,450
					\$ 30,620
Visualizations & Guideline Diagrams					
Photo and diagram boards			40		\$ 6,000
One street view before/after for each of the four prototypical testing sites			8	60	\$ 9,000
One axonometric view before/after for each of the four prototypical testing sites			8	40	\$ 6,400
Guidelines diagrams summarizing key objective criteria			20		\$ 3,000
					\$ 24,400
Coordination Meetings & Presentations					
Coordination and review with city staff (10)	2	10	10		\$ 4,550
Participation in Planning Commission meetings (2)		8	8		\$ 3,160
Participation in City Council meeting (1)		4	4		\$ 1,580
					\$ 9,290
Printing and materials estimate					\$ 100
				Total Fee	\$ 77,495

Assumptions

- One round of revisions based on Planning Commission guidance
- Any changes to LU element separate
- All meetings virtual
- Timeframe, approx. 3-4 months



*This task was
administratively approved
under the Fifth Amendment.

August 10, 2021

City of Culver City
Ashley Hefner Hoang, AICP
Culver City Hall 9770 Culver Boulevard, 3rd Floor
Culver City, CA 90232

Dear Ashley,

We are pleased to offer the following proposal to advise on the Short Range Mobility Plan (SRMP) being developed by City staff as an additional service underneath Contract 2017.0940 as part of Nelson\Nygaard's role on the Culver City General Plan Update (GPU) as requested on 8/6/21. The Transportation Department has indicated a desire for the next update of the Short Range Transportation Plan (FY22-FY25) to provide an expanded citywide Mobility Plan that builds upon the Mobility Element policies of the GPU. The new report (renamed the Short Range Mobility Plan (SRMP)) will expand upon governance and interdepartmental collaboration required to move citywide mobility initiatives into short-term capital investment and funding priorities. We are excited about the opportunity to support Culver City on this project.

SCOPE OF SERVICES

Nelson\Nygaard anticipates supporting the client with coordination and review of the SRMP from September through December 2021 as identified in the timeline provided by the City on 8/10/21. The draft content of the SRMP will be developed in-house by the Transportation Department, with formatting and graphics supported by another consultant. The scope of work and deliverables for this project are outlined below:

Task 1: Project Coordination Meetings & Briefings

Nelson\Nygaard will attend and provide written notes summarizing action items for the client for up to five (5) internal meetings with Culver City staff (which assumes attendance at the Transportation Brainstorm Session, the Kickoff Meeting, and three Mobility Collaboration meetings, as outlined in the project schedule provided).

Nelson\Nygaard will support facilitation of critical conversations, as well as discuss and provide guidance around the alignment between the GPU Mobility Element and proposed recommendations for the SRMP. This task will also include review and providing feedback on materials developed by City staff and attendance at the Mobility Subcommittee and the City Council meeting, where Nelson\Nygaard will join as a participant.

Task 2: SRMP Review & Input

Nelson\Nygaard will support the client in reviewing up to two (2) working drafts of the SRMP, and final review of content following feedback from the MTP Subcommittee. We

will provide written comments within the draft document and a summary of recommended changes as a memo (or via email) as needed.

COST PROPOSAL

Nelson\Nygaard's proposed fees are outlined in the budget proposal attached in Exhibit A on the following page.






















If you have any questions, please do not hesitate to contact our Project Manager, Zachary Zabel at zzabel@nelsonnygaard.com, 213-694-4450, or Principal-in-Charge, Carley Markovitz at cmarkovitz@nelsonnygaard.com, 213-694-4465.

Exhibit A

Table 1 Proposed Project Budget

		Nelson\Nygaard Labor Costs								
		Nina Harvey	Jimi Mitchell Senior Associate II	Zachary Zabel Senior Associate II	Monique Ho Associate II	NN Labor Hours Cost				
		Principal								
	Total Billing Rate	\$230.00	\$170.00	\$170.00	\$135.00					
Task	Description									
1	Project Coordination Meetings & Briefings									
1.1	Project Coordination Meetings & Briefings	24	24	12	0	60	\$11,640	60	\$11,640	\$11,640
	Task Total	24	24	12	0	60	\$11,640	60	\$11,640	\$11,640
2	SRMP Review & Input									
2.1	SRMP Review & Input	8	16	24	32	80	\$12,960	80	\$12,960	\$12,960
	Task Total	8	16	24	32	80	\$12,960	80	\$12,960	\$12,960
TOTAL HOURS		32	40	36	32	140		140		
TOTAL LABORCOST		\$7,360	\$6,800	\$6,120	\$4,320		\$24,600		\$24,600	\$24,600
TOTAL COSTS										\$24,600

SRMP Transportation Department Timeline

ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names
1			Transportation Brainstorm Session	0 days	Thu 8/26/21	Thu 8/26/21		
2			Kickoff Meeting with Consultant	0 days	Tue 8/31/21	Tue 8/31/21	1	
3			Work with consultants on initial draft	14 days	Wed 9/1/21	Mon 9/20/21	2	
4			Mobility Collaboration Meeting #1	0 days	Tue 9/21/21	Tue 9/21/21	3	
5			Finalize 1st Draft	21 days	Tue 9/21/21	Tue 10/19/21	4	
6			Mobility Collaboration Meeting #2	0 days	Tue 10/19/21	Tue 10/19/21	5	
7			Finalize 2nd Draft	14 days	Thu 10/21/21	Tue 11/9/21	6	
8			Present to MTP Subcommittee	0 days	Tue 11/9/21	Tue 11/9/21		
9			Incorporate feedback from MTP Subcommittee	4 days	Wed 11/10/21	Mon 11/15/21	8	
10			Mobility Collaboration Meeting #3 (include John?)	0 days	Tue 11/16/21	Tue 11/16/21		
11			Final Review & Approval of Content	4 days	Wed 11/17/21	Mon 11/22/21	10	
12			Send to designer for final formatting	3 days	Tue 11/30/21	Thu 12/2/21	11	
13			Final Review & Approval of Formatting	3 days	Fri 12/3/21	Tue 12/7/21	12	
14			Print	4 days	Wed 12/8/21	Mon 12/13/21	11,12,13	
15			Council Approval	0 days	Mon 12/13/21	Mon 12/13/21	11,14	