

October 7, 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 in person.
- **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 to 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 in 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.



[www.raimiassociates.com](http://www.raimiassociates.com)

#### Berkeley

1900 Addison St, Suite 200  
Berkeley, CA 94704  
510.666.1010

#### Los Angeles

706 South Hill Street, 11<sup>th</sup> Floor  
Los Angeles, CA 90014  
213.599.7671

#### Riverside

3600 Lime Street, Suite 216  
Riverside, CA 92501  
951.801.5350

- **Task 2.18: Workshop with Architects/Designers (OPTIONAL new task)** would be added to allow Perkins & Will to facilitate one, in person design charrette workshop with architects/designers to discuss objective design guidelines that address existing scale and context in the potential implementation of Incremental Infill in existing single-family neighborhoods.
- **Task 5.4: Alternatives for Areas of Change (amended task)** has required a significantly higher level of effort than was anticipated in the original scope of work. The development of alternatives for R-1 neighborhoods required additional consultant time for exploration, analysis, and preparation of land use alternatives for Perkins & Will.
- **Task 5.6: Select Preferred Direction (amended task)** would be amended to allow Perkins & Will and 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.

This amendment also allows for the continued coordination of Perkins & Will with City Staff to evaluate and prepare additional land use changes anticipated to result from outreach meetings with residents and stakeholders

- **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 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 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 in person.
- **Task 10.5: Design Guidelines and Visualizations for Implementation of Incremental infill in SFH Areas (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:

**Task 10.5: Design Guidelines and Visualizations for Implementation of Incremental infill in SFH Areas**

Perkins & Will will develop objective design guidelines that address existing scale and context in the potential implementation of ‘Incremental Infill’ in existing Single-Family Neighborhoods and has been expanded to incorporate implications of SB 9 with consideration of additional development avenues on R1 sites. Perkins & Will will prepare visualizations, diagrams, and other informational material and facilitate up to 2 meetings with Planning Commission and 1 meeting with City Council.

- **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 task)** a portion of the remaining mileage and travel expenses for Raimi + Associates would be reallocated to offset costs for additional meetings and coordination.
- **Tactical Urbanism Support (new task)** would be added to allow Self Help Graphics & Art (SHG) to contribute to the tactical urbanism project. SHG fosters the creation and advancement of new art works by Chicana/o and Latinx artists through experimental and innovative printmaking techniques and other visual art forms. They are an organization rooted in community; and since 1973, have been at the intersection of arts and social justice, providing a home that fosters the creativity and development of local artists. They will function as teaching artists with Culver City Unified School District (CCUSD) high school art students to develop and install their art projects (stories and street/stencil art), including supplies and materials. SHG will provide student instruction/workshops, in partnership with CCUSD art teachers. They will also provide installation services for students’ art projects, at locations to be determined in consultation with MOVE Culver City. There will be additional, smaller line items for teachers’ honoraria and student gift cards (a form of honoraria considered appropriate for students). The cost would be \$27,000.

### Estimated by Cost

This section summarizes the estimated costs by task.

Task Number	Estimated Cost
Task 2.7: General Plan Advisory Committee Meetings (amended)	\$17,984
Task 2.16: Volunteer Communications Network (remove)	-\$12,800
Task 2.17: Neighborhood and Corridor Engagement (new)	\$37,282
Task 5.4: Alternatives for Areas of Change (amended)	\$18,952
Task 5.6: Select Preferred Direction (amended)	\$20,497
Task 5.7: Analysis of Preferred Direction (amended)	\$16,326
Task 7.6: Public Draft Plan, Housing Element (amended)	\$7,725
Task 9.2: City Council, Planning Commission, + Other Updates and Study Sessions (amended)	\$23,431
Task 10.5: Design Guidelines and Visualizations for Implementation of Incremental infill in SFH Areas (new)	\$95,405
Task 11.2: Status/Management Meetings (amended)	\$21,573
Mileage and Travel Expenses (amended)	-\$8,000
Tactical Urbanism Support Expense (Self Help Graphics) (new)	\$27,000
<b>Sub-Total</b>	<b>\$265,375</b>
<i>Optional Task 2.18: Workshop with Architects/Designers (new task)</i>	<i>\$10,279</i>
<b>Total, including Optional Task</b>	<b>\$275,654</b>

*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
Amendment 5 (HE IS/MND, SRTP)	\$2,298,505	\$143,843	\$2,442,348

Contingency funds were used at different times during the process. As of October 1, 2021, the contingency funds used is \$31,338.50. The remaining contingency is \$112,504 (\$143,843 – \$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

# Culver City General Plan Update

Draft for Review 7/27/21

Additional Land Use Engagement Meetings with Resident Groups and Owner Stakeholders	Leigh Christy	Martin Leitner	Jovanni Carter-Davis	TOTAL
	\$300	\$245	\$150	
<b>Residential Neighborhood Engagement</b>				
Prepare meeting materials & boards	1	4	20	\$ 4,280
Facilitate 60-min group meeting, summary notes (per meeting, max. 20 ppl)		4	6	<b>4x</b> \$ 1,880
<b>Prep &amp; facilitate four (4) workshops</b>				<b>\$ 11,800</b>
<b>Multi-Family Neighborhood Engagement</b>				
Prepare meeting materials & boards	1	4	30	\$ 5,780
Facilitate 60-min group meeting, summary notes (per meeting, max. 20 ppl)		4	6	<b>2x</b> \$ 1,880
<b>Prep &amp; facilitate two (2) workshops</b>				<b>\$ 9,540</b>
<b>Stakeholder Meetings for Corridor and Large Sites</b>				
Prepare meeting materials & boards	1	4	20	\$ 4,280
3-hour meeting window accomodating multiple stakeholder conversations, summary notes	5	5		<b>2x</b> \$ 2,725
<b>Prep &amp; facilitate two (2) 3-hr sessions</b>				<b>\$ 9,730</b>
<b>Printing and materials estimate</b>				<b>\$ 1,200</b>
<b>Total Fee</b>				<b>\$ 32,270</b>

## Assumptions

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](mailto:jmitchell@nelsonnygaard.com) or 213-694-4457, or Carley Markovitz at [cmarkovitz@nelsonnygaard.com](mailto: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](mailto: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 SUMMARY<sup>1</sup>**

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**  
Culver City

Task 11	Project Management + Team Coordination	65%	Task 11.1 Complete Tasks 11.2 and 11.3 Ongoing	Ongoing
---------	--	-----	---	---------

- 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

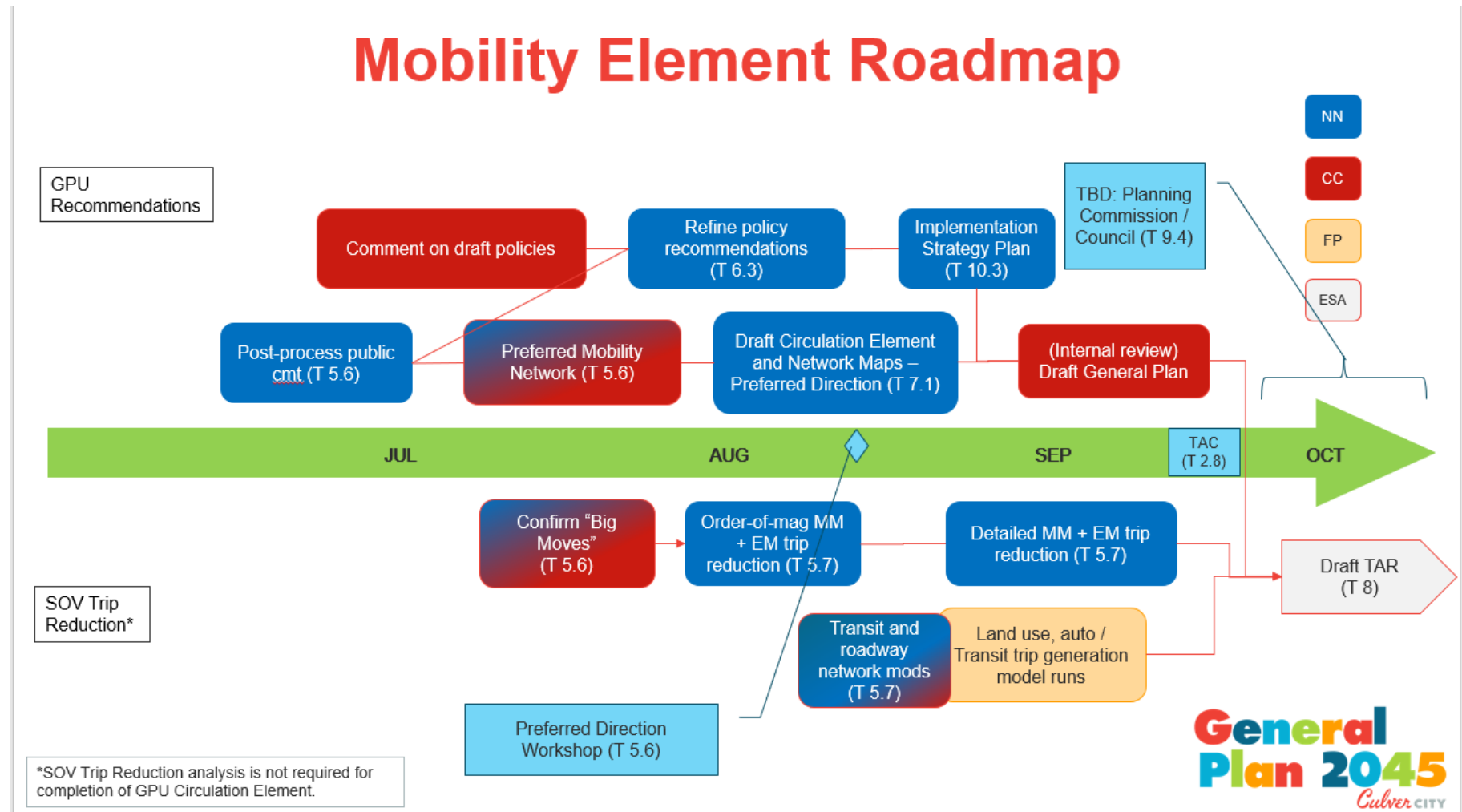
In support of further discussions regarding the additional work tasks requested by Culver City, N\N has developed the detailed cost proposal included as Enclosure C.

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**  
Culver City

**TABLE 2 | COST BREAKDOWN OF OUT-OF-SCOPE TASKS**

Task	Contracted Scope (SOW)	Additional Work Requests beyond Contracted SOW & Anticipated Deliverable	Proposed Additional Fee
<b>OPTIONAL</b> <b>Task 2.12 Community Workshops + Festivals</b>	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)
<b>Task 5.5 Alternatives Analysis</b>	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)
<b>Task 5.6 Select Preferred Direction</b>	<b>Contract SOW states "N\N has no role in this task."</b>	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"> <li>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).</li> </ul>	48 hrs = \$7,650

**General Plan Update (GPU): Add-on Service Request**  
Culver City

		<p>(2 of 5 meetings conducted: 7/7 - CCPWD and 7/8 CC Transportation)</p> <ul style="list-style-type: none"><li>▪ 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)</li><li>▪ 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)</li><li>▪ Coordinate with City staff to update Roadway Table</li><li>▪ 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.</li></ul> <p><b>Deliverable:</b> Preferred Direction mobility network maps and project list. Coordination meeting materials,</p>	
--	--	--	--

**General Plan Update (GPU): Add-on Service Request**  
Culver City

		including agendas, exhibits, and summaries (up to 5 meetings).	
<b>Task 5.7 Analysis of Preferred Direction</b>	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"> <li>▪ Qualitative estimation of CAPCOA trip reduction potential to be shown as a percentage range for mobility components associated with Preferred Direction</li> <li>▪ 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&amp;P) to conduct travel demand / trip generation analysis.</li> <li>▪ F&amp;P will provide travel demand model outputs and trip generation data tables to N\N.</li> <li>▪ 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</li> </ul>	<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**  
Culver City

		<ul style="list-style-type: none"> <li>Produce technical memorandum summarizing SOV trip and VMT reduction estimation methodology and results for Preferred Direction.</li> </ul> <p><b>Deliverable:</b> Draft and Final Technical memo documenting GPU circulation network SOV trip and VMT reduction estimation methodology and results.</p>	
<b>11.2 Status/Management Meetings</b>	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"> <li>Up to five (5) coordination meetings</li> </ul>	30 hrs = \$5,100
		<p align="center"><b>BASE SERVICES TOTAL COST</b></p> <p align="right">194 hrs</p>	<b>\$28,600</b>
		<p align="center"><b>OPTIONAL ADDITIONAL SERVICES TOTAL COST</b></p> <p align="right">36 hrs</p>	<b>\$6,080</b>
		<p align="center"><b>TOTAL ADDITIONAL SERVICES COST</b></p> <p align="right">230 hrs</p>	<b>\$34,680</b>

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

Date: 10.7.2021

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. Study expanded to incorporate implications of SB 9 with consideration of additional development avenues on R1 sites.

### Scope of Work

#### 1. Existing Conditions & Documents Review

- Detailed review of existing codes and prior studies, including impacts of current state laws
- Review of changes included in SB 9, including lot split option, guaranteed FAR, and interplay with ADU ordinance
- 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 for multiple development scenarios
- 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
- One axonometric view before/after for each of the four prototypical testing sites
- Guidelines diagrams summarizing key objective criteria



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

### 4. Coordination Meetings

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

### 5. Optional Task: Workshop with Architects/Designers

- Facilitation of one design charrette workshop with architects/designers (invitations by City staff)
- Prepare for in-person workshop with up to 10 participants, meeting materials, agenda
- Workshop duration approx.. 3 to 4 hours, including working session, pin-up and review
- Documentation of workshop
- Facilitation of follow-up conversations (up to four 30-minute calls)

### Assumptions

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

# Culver City General Plan Update

10/6/2021

Design Guidelines and Visualizations for Implementation of Incremental infill in SFH Areas	Leigh Christy \$300	Martin Leitner \$245	Jovanni Carter-Davis \$150	Designer II \$130	TOTAL
<b>1. Existing Conditions &amp; Document Review</b>					
Detailed review of existing codes and prior studies, including impacts of current state laws	1	4	40		\$ 7,280
Review of changes included SB 9		4	12		\$ 2,780
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
					<b>\$ 14,285</b>
<b>2. Site Testing &amp; Objective Guideline Development</b>					
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	20	30		\$ 10,000
Testing of guidelines on four prototypical testing sites, incl. interdependence of guidelines		20	60	20	\$ 16,500
Verification that proposed guidelines meet state's objectivity criteria		4	4		\$ 1,580
Development of guideline text		10	40		\$ 8,450
					<b>\$ 39,620</b>
<b>3. Visualizations &amp; Guideline Diagrams</b>					
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
					<b>\$ 24,400</b>
<b>4. Coordination Meetings &amp; Presentations</b>					
Coordination and review with city staff (10)	2	10	10		\$ 4,550
Participation in Planning Commission meetings (2)		16	16		\$ 6,320
Participation in City Council meeting (1)		8	8		\$ 3,160
					<b>\$ 14,030</b>
<b>Printing and materials estimate</b>					<b>\$ 300</b>
				<b>Total Fee</b>	<b>\$ 92,635</b>
<b>5. Optional: Workshop with Designers</b>					
1/2-day workshop with Architects and Designers		12	40	8	\$ 9,980
					<b>\$ 9,980</b>

## Assumptions

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