

April 17, 2023

Joseph Sanfilippo, Economic Development & Housing Specialist
City of Burlingame
Community Development Department – Planning Division
501 Primrose Road
Burlingame, CA 94010

Subject: Project Management – Collaborative Development of Environmental Justice Elements for the Cities of Burlingame and East Palo Alto and the County of San Mateo

We are pleased to provide this proposal for continued project management services for the collaborative work between Burlingame, East Palo Alto and County of San Mateo to develop Environmental Justice Elements and General Plan policies consistent with SB 1000 and community goals.

Over the past year, Community Planning Collaborative (formerly Baird + Driskell Community Planning) has served as convenor, facilitator and project manager for the interested jurisdictions in 21 Elements for this collaborative effort. To date, our role as project manager has been through our role as lead consultant for the 21 Elements Project. 21 Elements was originally created to assist San Mateo County jurisdictions (20 cities and the county) with required Housing Element updates and has now expanded to assist with other General Plan element updates. With the selection of PlaceWorks, Inc. as the lead consultant for undertaking the scope of work we developed, there is still the need to provide oversight and management of the collaborative effort over the duration of the project rather than rely on you and the Burlingame team to shoulder that responsibility.

The attached scope of work outlines our roles and responsibilities for the project and the associated cost budget. This includes convening and facilitating joint meetings of the three jurisdictions; providing preliminary review and direction for PlaceWorks on all process and product components; reviewing public outreach and engagement materials and other deliverables; monitoring and providing updates on budget and deliverable requirements to each jurisdiction; and preparing documents for staff for their communications to Planning Commissions and elected bodies.

As a Principal, David Driskell is authorized to bind CPC to the contents of this submittal and to negotiate contracts on behalf of CPC. We propose to have Cathy Capriola serve as Project Manager for this effort, helping to ensure close coordination between the work in developing effective Environmental Justice elements in conjunction with the collaborative work she is also helping manage for Safety Elements.

Please contact me if you have any questions.

Sincerely,



David Driskell, Principal

david@planningcollaborative.com / 607.227.0327

SCOPE OF WORK

Joint Development of Environmental Justice Elements for Burlingame, East Palo Alto and County of San Mateo

Contractor shall serve as PROJECT MANAGER for the collaborative Environmental Justice Element project on behalf of and in partnership with the cities of Burlingame and East Palo Alto and County of San Mateo, with responsibility for the following tasks:

- 1. Joint Steering Committee** – Coordinate, facilitate and communicate with the agencies individually and together as a Joint Steering Committee throughout the project. Lead the Steering Committee and serve as its primary point of contact. Ensure meetings of the Steering Committee provide opportunities to share information, provide feedback at key points in the process, discuss options and opportunities for community engagement, and review approaches to addressing key environmental justice issues. Review meeting materials prepared by PlaceWorks Team before distribution to the Committee members and partner with them in developing meeting agendas. After each meeting, prepare and distribute a high-level summary of key points, action items, decisions, and next steps.
- 2. Project Management** – Monitor and oversee the overall project per the executed contract with PlaceWorks. Ensure timeline and project deliverables are met in a timely manner and at the quality expectation of the project.
- 3. Reporting and Agency Communication** – Conduct quarterly check-in meetings with each participating agency and ensure concerns, ideas or issues are reviewed and resolved with the PlaceWorks Team. Prepare quarterly project progress reports regarding status of the project, overall progress on budget, and update on individual agency costs to date.
- 4. Invoice Review and Budget Monitoring** – Review submitted invoices by PlaceWorks; monitor and track invoices and submitted charges against the overall approved budget for the project as a whole and for each jurisdiction. Communicate with City of Burlingame as fiscal agent on monthly invoices and provide updates to the Steering Committee as a whole and individual jurisdictions as needed.
- 5. Coordination with Lead Environmental Justice Element Consultant (PlaceWorks) and CBOs** – Coordinate on a regular basis with PlaceWorks on project process, deliverables, and community outreach, including coordination with Climate Resilient Communities and other Community-Based Organizations engaged in the outreach and engagement work to ensure close coordination with jurisdiction partners. Provide guidance and conduct outreach to individual jurisdictions or the Steering Committee as a whole as needed.
- 6. Coordination with Safety Element Collaborative** – Coordinate as needed between the work program and tasks of the Safety Element Collaborative and Environmental Justice team, especially in relation to community outreach and engagement to help ensure an effective and efficient engagement process and overall coordinated work efforts.
- 7. Work Product Review** – Review all public engagement tools and products in a comprehensive manner. Review technical work products at a higher level focused on clarity and broad objectives

with the detailed review to be completed by the individual agencies based on their specific knowledge and expertise.

8. **Staff Reports and Adoption Resolutions** – Prepare staff reports and enacting resolutions at the completion of the project for adoption of the completed Environmental Justice Elements by each jurisdiction.
9. **Community Outreach Activities** – Participate in occasional community outreach activities, such as the community workshops, to monitor outcomes and to understand the key community issues within the Environmental Justice Element processes.
10. **Responses to Requests from Individual Jurisdictions** -- Provide easy and direct access for jurisdiction staff to ask questions, distribute information, query other jurisdictions, obtain updated information on State laws and particular items of importance, etc.

FEE PROPOSAL

Contractor shall submit monthly invoices for services rendered during the prior month to jsanfilippo@burlingame.org, identifying the specific work completed, the contract do-not-exceed amount, and the amount remaining unspent under this Agreement. The invoice shall be based on the fee schedule and terms set forth in the table below which identify the overall budget and distribution of total hours by task. Modifications to the estimated billing amounts by task may be made, without amendment to this Agreement, through consultation between the Director of Community Development or designee and Contractor followed by written authorization from the Director of Community Development or designee. City shall pay Contractor within thirty (30) business days of receipt of a satisfactory invoice.

In no event shall total payment for services under this Agreement exceed fifty-four thousand dollars (\$54,000) without a written amendment signed by both parties.

The hourly rate for this project is \$200 per hour.

| | Hours | Costs |
|---|--------------|------------------|
| Steering Committee Coordination | 40 | \$ 8,000 |
| Coordination Meetings with Fiscal Agent and Individual Jurisdictions, including Quarterly Check-ins | 36 | \$ 7,200 |
| Coordination Meetings with EJ Element Consultant Team, including subconsultants | 44 | \$ 8,800 |
| Participation in Community Engagement events | 24 | \$ 4,800 |
| Coordination with Safety Element work effort | 20 | \$ 4,000 |
| Monthly Invoice Review | 36 | \$ 7,200 |
| Review of Work Products & Community Engagement | 40 | \$ 8,000 |
| Preparation of Final Staff Report and Resolutions | 10 | \$ 2,000 |
| Sub-Total | 250 | \$ 50,000 |
| Contingency | 20 | \$ 4,000 |
| TOTAL | 270 | \$ 54,000 |

COST SHARING

The table below summarizes the cost sharing between the three jurisdictions for this scope of work and cost schedule:

| JURISDICTION | COST SHARE |
|------------------------|-------------------|
| Burlingame (24%) | \$ 12,960 |
| East Palo Alto (32%) | \$ 17,280 |
| San Mateo County (40%) | \$ 23,760 |
| TOTAL | \$ 54,000 |