



**County of San Mateo - Planning and Building Department**

# **ATTACHMENT 1**

# DYETT & BHATIA

Urban and Regional Planners

## M E M O R A N D U M

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To: Summer Burlison, San Mateo County  
From: Martha Miller  
Re: Additional Services for Plan Princeton  
Date: January 21, 2015

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Due to a number of extra efforts that were not considered in the original scope and budget for this project, we have exhausted the Plan Princeton budget for certain tasks that have not yet been completed.

One extra effort was the unforeseen amount of work related to airport safety zone compatibility and buildout analysis. Review and comment on the Draft Airport Land Use Compatibility Plan, development of approaches to safety zone compatibility, and buildout analysis of each plan alternative under the safety zone criteria were not included in the original project scope and budget.

Additionally, the volume of community members participating in the plan process has resulted in additional resources needed to prepare additional materials, facilitate meetings, and synthesize input received. The original scope and budget anticipated a robust community participation program with significant community input. Typically, workshop attendance of 75-80 community members is considered sizeable and this was the general estimation made in the original scoping of the project. However, actual participation in all outreach activities has exceeded expectations by an average of 50 percent, with the first workshop attendance reaching close to 160 community members. The interest in and expectations of the participation program has also led to additional work efforts in synthesizing input received. The original scope anticipated a memo summarizing the results of workshop #2. Instead, a report was prepared and included results of the online workshop. The original scope also assumed online participation support through the core 10 months of the project.

Finally, based on the interest and involvement in the project thus far, it is anticipated that additional review meetings are necessary through the development of the preferred plan and plan details. The original scope and budget did not include meetings to review the Preferred Plan with the Technical Advisory Committee (TAC) or the Midcoast Community Council (MCC). Further, the original scope and budget only included one meeting each with the TAC, MCC, and Airport Land Use Committee and Commission and two meetings with the Steering Committee to review the draft Land Use Plan, Zoning, Local Coastal Program Amendments, and Potential Environmental Effects Analysis. It is anticipated that additional review meetings with these groups, as well as special interest groups such as the fishing industry and bicycle advocates will be necessary in preparation for hearings and adoption of the plan.

The specific work associated with these tasks and associated costs follow.

## **PROPOSED SCOPE OF ADDITIONAL SERVICES**

### **Task 4: Alternatives and Preferred Plan**

- 4-L Review Preferred Plan, Policy and Framework Concepts, and Potential Environmental Effects with Technical Advisory Committee.** The Preferred Plan, Policy and Framework Concepts, and potential environmental effects will be reviewed with the Technical Advisory Committee. Revise the Preferred Plan based on TAC comments and Staff direction.
- 4-M Review Preferred Plan, Policy and Framework Concepts, and Potential Environmental Effects with Midcoast Community Council.** The Preferred Plan, Policy and Framework Concepts, and potential environmental effects will be reviewed with the Midcoast Community Council.
- 4-N Preferred Plan, Policy and Framework Concepts, and Potential Environmental Effects Open House.** Conduct a Community Open House on the Preferred Plan, Policy and Framework Concepts, and potential environmental effects for community review and comment.

### **Task 6: Draft Princeton Planning Updates**

- 6-I Focus Group Meetings (D&B).** Up to five meetings with focus groups to review interim drafts of components of the Land Use Plan, Zoning, Local Coastal Program Amendments, and Potential Environmental Effects Analysis.
- 6-J Additional Review Meetings (D&B).** One additional meeting with the TAC and MCC on the draft Land Use Plan, Zoning, Local Coastal Program Amendments, and Potential Environmental Effects Analysis.
- 6-K Land Use Market Evaluation (EPS).** EPS to advise on market demand of land uses contained in the draft amendments by applying the findings of completed economic analysis and market research.
- 6-L Areawide Shoreline Management and Access Plan (Noble Consultants).** Development and evaluation of up to four shoreline protection and lateral access alternatives for Princeton Beach. This would also include addressing benefits, challenges and options for these alternatives in order to provide recommendations for an area wide approach. Participate in up to five review meetings to discuss these alternatives and recommendations, and to provide follow-up responses to questions and comments.

### **Airport Land Use Compatibility Plan Review, Comment, and Analysis**

Review and comment on the Draft Airport Land Use Compatibility Plan, specifically as it relates to the implications of proposed safety criteria on the Plan Princeton effort. Analyze the impact of the proposed safety criteria and develop alternative approaches for analyzing com-

patibility. Analyze the compatibility of each alternative based on the preferred safety criteria compatibility approach.

### **Additional Community Workshop Support**

Community workshop support to accommodate participation by approximately 50 percent more community members than anticipated. Typically, in scoping out a project, workshop attendance of 75-80 community members is considered robust. The first community event was well attended, with approximately 80 attendees. Almost 160 people attended the second community event. For the third event, the same number was assumed and prepared for. Additional efforts include preparation of additional workshop materials, attendance at two community workshops by additional facilitators, and additional efforts necessary to synthesize the large volume of input. The input received at workshop #2 and through the online workshop were analyzed and presented in a report rather than a short summary memo. Also, online participation support through the remainder of the project.

### **BUDGET**

The total cost of the additional services is estimated to be \$124,704. The tables on the following page detail the costs for the additional services by showing Hours by Person by Task and Budget by Person by Task.

# San Mateo County Princeton Planning Update - Additional Services

## HOURS BY TASK

January 21, 2015

	Task 4-L	Task 4-M	Task 4-N	Task 6-I	Task 6-J	Task 6-K	Task 6-L	Add'l Serv	Add'l Serv	TOTAL
	Review Preferred Plan with TAC	Review Preferred Plan with MCC	Preferred Plan Open House	Focus Group Meeting on Draft Plan	Additional Review Meetings on Draft Plan	Land Use Market Evaluation	Areawide Shoreline Management and Access Plan	ALUCP Review, Comment, and Analysis	Additional Community Workshop Support	
<b>Dyett &amp; Bhatia</b>										
Martha Miller, Principal	8	8	16	30	32			40	8	142
Senior Associate	12		32	40	36			20	8	148
Associate			16						8	24
Planner/Urban Designer			16	24				120	48	208
Graphic Manager/GIS	6		8	16	10			20	20	80
Assistant Planner			32	8					20	60
Project Associate	6	4	16	12	10				20	68
<b>Sub-Total</b>	<b>32</b>	<b>12</b>	<b>136</b>	<b>130</b>	<b>88</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>132</b>	<b>730</b>
<b>EPS</b>										
Principal, Jason Moody										0
Project Manager, Ben Sigman						10				10
Research Analyst						18				18
Production Staff						14				14
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42</b>
<b>Noble Consultants</b>										
Senior Principal Engineer							30			30
Principal Engineer							36			36
Senior Engineer										0
Project Engineer I										0
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>66</b>	<b>0</b>	<b>0</b>	<b>66</b>
<b>Flint Strategies</b>										
Kendall Flint			10						70	80
Graphic Services										0
Admin										0
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70</b>	<b>80</b>
<b>TOTAL HOURS</b>	<b>32</b>	<b>12</b>	<b>146</b>	<b>130</b>	<b>88</b>	<b>42</b>	<b>66</b>	<b>200</b>	<b>202</b>	<b>918</b>

# San Mateo County Princeton Planning Update - Additional Services

## BUDGET BY TASK

January 21, 2015

	Hourly Rate	Task 4-L Review Preferred Plan with TAC	Task 4-M Review Preferred Plan with MCC	Task 4-N Preferred Plan Open House	Task 6-I Focus Group Meeting on Draft Plan	Task 6-J Additional Review Meetings on Draft Plan	Task 6-K Land Use Market Evaluation	Task 6-L Areawide Shoreline Management and Access Plan	Add'l Serv ALUCP Review, Comment, and Analysis	Add'l Serv Additional Community Workshop Support	TOTAL
<b>Dyett &amp; Bhatia</b>											
Martha Miller, Principal	\$180	\$1,440	\$1,440	\$2,880	\$5,400	\$5,760	\$0	\$0	\$7,200	\$1,440	\$25,560
Senior Associate	135	1620	0	4320	5400	4860	0	0	2700	1080	19980
Associate	125	0	0	2000	0	0	0	0	0	1000	3000
Planner/Urban Designer	110	0	0	1760	2640	0	0	0	13200	5280	22880
Graphic Manager/GIS	110	660	0	880	1760	1100	0	0	2200	2200	8800
Assistant Planner	75	0	0	2400	600	0	0	0	0	1500	4500
Project Associate	70	420	280	1120	840	700	0	0	0	1400	4760
Direct Cost		50	50	200	100	100				250	750
<b>Sub-Total</b>		<b>\$4,190</b>	<b>\$1,770</b>	<b>\$15,560</b>	<b>\$16,740</b>	<b>\$12,520</b>	<b>\$0</b>	<b>\$0</b>	<b>\$25,300</b>	<b>\$14,150</b>	<b>\$90,230</b>
<b>EPS</b>											
Principal, Jason Moody	\$250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Project Manager, Ben Sigman	200	0	0	0	0	0	2,000	0	0	0	2,000
Research Analyst	110	0	0	0	0	0	1,980	0	0	0	1,980
Production Staff	75	0	0	0	0	0	1,050	0	0	0	1,050
Direct Cost											
<b>Sub-Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,030</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,030</b>
<b>Noble Consultants</b>											
Senior Principal Engineer	\$280	\$0	\$0	\$0	\$0	\$0	\$0	\$8,400	\$0	\$0	\$8,400
Principal Engineer	234	0	0	0	0	0	0	8,424	0	0	8,424
Senior Engineer	192	0	0	0	0	0	0	0	0	0	0
Project Engineer I	136	0	0	0	0	0	0	0	0	0	0
Direct Cost											320
<b>Sub-Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,824</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,144</b>
<b>Flint Strategies</b>											
Kendall Flint	150	\$0	\$0	\$1,500	\$0	\$0	\$0	\$0	\$0	\$10,500	\$12,000
Graphic Services	80	0	0	0	0	0	0	0	0	0	0
Admin	25	0	0	0	0	0	0	0	0	0	0
Direct Cost										300	300
<b>Sub-Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,800</b>	<b>\$12,300</b>
<b>TOTAL FEE</b>		<b>\$4,190</b>	<b>\$1,770</b>	<b>\$17,060</b>	<b>\$16,740</b>	<b>\$12,520</b>	<b>\$5,030</b>	<b>\$16,824</b>	<b>\$25,300</b>	<b>\$24,950</b>	<b>\$124,704</b>