



# City of Emeryville

CALIFORNIA

## PROFESSIONAL SERVICES CONTRACT

### FIRST AMENDMENT

#### THIS FIRST AMENDMENT TO THE PROFESSIONAL SERVICES CONTRACT

("Amendment") is effective as of \_\_\_\_\_ (the "Effective Date"),, by and between **THE CITY OF EMERYVILLE**, a municipal corporation, ("City") and **PLACEWORKS, INC.** ("Contractor"), individually referred to as a "Party" and collectively as the "Parties".

#### WITNESSETH THAT

**WHEREAS**, the City and Contractor entered into a Professional Services Contract dated March 24, 2021 ("Contract") for the purpose of retaining the services of Contractor to provide the 2023-2031 Housing Element of the Emeryville General Plan; and

**WHEREAS**, the City and Contractor desire to amend the Contract; and

**WHEREAS**, the public interest will be served by this Amendment.

**NOW, THEREFORE**, the Parties hereto do mutually agree as follows:

#### 1. AMENDMENT

The Parties agree to amend the Contract as checked below:

##### 1.1 *Exhibit A*

- ☒ Exhibit A of the Contract is hereby amended in its entirety and replaced with **Exhibit A-1**;

**OR**

- ☐ Exhibit A of the Contract is hereby amended to include the provisions of **Exhibit A-Revision Number**, attached hereto and incorporated herein by this reference.

| FOR CITY USE ONLY |  |             |  |
|-------------------|--|-------------|--|
| Contract No.      |  | CIP No.     |  |
| Resolution No.    |  | Project No. |  |

**City of Emeryville** | Professional Services Contract Amendment  
REV 06/2020

**1.2 Termination Date**

- ☐ The Parties desire to extend the termination date. Section 1.3 of the Contract is hereby amended to extend the termination date to **NEW END DATE**.

**1.3 Total Compensation Amount**

- ☒ The Parties desire to increase the Total Compensation Amount as set forth in Section 3.2 of the Contract by **FOURTEEN THOUSAND DOLLARS AND NO CENTS (\$14,000.00)**. The total amount paid under the Contract as compensation for Services performed and reimbursement for costs incurred shall not, in any case, exceed **ONE HUNDRED AND EIGHTY-FIVE THOUSAND, EIGHT HUNDRED AND THIRTY-SEVEN DOLLARS AND NO CENTS (\$185,837)**.

**2. CONTINUING EFFECT OF CONTRACT**

Except as amended by this Amendment, all other provisions of the Contract remain in full force and effect and shall govern the actions of the Parties under this Amendment. From and after the date of this Amendment, whenever the term "Contract" appears in the Contract, it shall mean the Contract as amended by this Amendment.

**3. ADEQUATE CONSIDERATION**

The Parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Amendment.

**4. SEVERABILITY**

If any portion of this Amendment is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

**5. WAIVER**

The City's failure to enforce any provision of this Amendment or the waiver in a particular instance shall not be construed as a general waiver of any future breach or default.

**SIGNATURES ON FOLLOWING PAGE**

6. SIGNATURE PAGE TO PROFESSESIONAL SERVICES CONTRACT  
FIRST AMENDMENT

IN WITNESS WHEREOF the City and the Contractor have executed this Contract,  
which shall become effective as of the date first written above.

Approved As To Form:

DocuSigned by:  
*John Kennedy*  
2C934D02DB55467...  
City Attorney

Dated: CITY OF EMERYVILLE

City Manager

Dated: PLACEWORKS, INC.

12/08/2022  
C937F520DDCD4BE...  
*Kara Kosel* (Signature)  
Kara Kosel, Director, Contracts Administration

|                     |  |  |
|---------------------|--|--|
| Attach:<br>W-9 Form | Attach:<br>Business License<br>Certificate | Attach:<br>Insurance Certificate<br>and Endorsements |
|---------------------|--|--|

## SCOPE OF WORK

### TASK 1. MANAGEMENT

#### *Task 1.1 Project Initiation and Project Management*

PlaceWorks will communicate with City staff via phone, email, and on-site meetings as needed throughout the project. We will also prepare for and attend a virtual kick-off meeting to exchange information and initiate work. At the meeting we will:

- Determine staff contact protocol.
- Review and finalize the scope of work and schedule.
- Review Housing Element legal requirements and HCD practices.
- Identify stakeholders.
- Provide a list of data needs.

##### *Task 1.1 Deliverables:*

- Kickoff meeting agenda, data needs list and minutes, list of stakeholders (electronic copies)
- Agenda and notes for subsequent calls with staff (electronic copies)

#### *Task 1.2 Document Review*

PlaceWorks will review documents relevant to the Housing Element update to gain an understanding of local conditions and needs. Documents will include, but are not limited to:

- 2015–2023 Housing Element
- All past communication with HCD, including any findings letters
- General Plan
- Housing Element annual progress reports
- Zoning code
- Any other applicable programs and ordinances

##### *Task 1.2 Deliverable:*

- No deliverables are associated with this subtask.

### TASK 2. REVIEW OF 2015–2023 HOUSING ELEMENT

#### *Task 2.1 Review 2015–2023 Housing Element*

PlaceWorks will work closely with the City to determine the status, effectiveness, and appropriateness of the 2015–2023 housing programs. We will gather and document all available information regarding specific accomplishments. We will identify content to drop, change, or add. Findings from the evaluation will be detailed in a matrix to be included in the draft Housing Element and used as a basis for program revisions for the remainder of the planning period. PlaceWorks will send the review matrix to the City to provide input before including it in the Administrative Draft Housing Element.

PlaceWorks will also provide recommendations on format and organization of the 2023–2031 Housing Element document based on the existing 2015–2023 Housing Element, input from the City at the kickoff meeting in Task 1.1, and best practices taken from other housing elements.

*Task 2.1 Deliverable:*

- Preliminary administrative draft Review of Previous Housing Programs chapter.

## TASK 3. HOUSING ELEMENT PREPARATION

### *Task 3.1 Needs Analysis*

PlaceWorks will update the needs analysis pursuant to Government Code Section 65583 with data from the HCD pre-approved data packet, 2010 (or 2020 if available) U.S. Census data, American Community Survey, and other relevant sources. PlaceWorks will coordinate with staff to develop a current housing inventory and evaluate housing conditions using state-approved criteria. The updated needs analysis will include the following.

- **Population and Demographics:** Population trends and projections, race and ethnicity, and population age.
- **Household Characteristics:** Number, size, and type of existing households (such as nonfamily, married couple with/without children, female-headed, with/without children), and characteristics of lower-income households (including extremely low, as compared with the Alameda County AMI and households below the federal poverty line).
- **Employment and Income:** Employment by industry, occupation of employed residents, and income trends.
- **Housing Stock Characteristics\*:** Housing types and conditions, overcrowded households, and vacancy rates.
- **Housing Costs and Affordability:** Home sale price trends, rental costs, affordability for households at all income levels, and overpayment.
- **Special Housing Needs:** Special housing needs of persons with disabilities (including persons with developmental disabilities), seniors, large households, female-headed households.
- **Fair Housing Assessment (new requirement):** An analysis of impediments to fair housing, pursuant to Assembly Bill (AB) 686. *This is now required for all Housing Elements adopted after 2021.*
- **At-Risk Housing:** Inventory and analysis of existing affordable units at risk of converting to market rate during the planning period.
- **Opportunities for Energy Conservation:** Pursuant to Senate Bill (SB) 375 and Assembly Bill (AB) 32, an inventory and analysis of opportunities to encourage the incorporation of energy-saving features, energy-saving materials, and energy-efficient systems and design for residential development.

*Task 3.1 Deliverable:*

- Preliminary administrative draft Needs Analysis chapter.

\*This scope does not include a windshield housing conditions survey. We anticipate that we can fulfil the requirement to identify the number of houses that need rehabilitation or replacement with building permit and code enforcement data that the City already has.

### *Task 3.2 Housing Resources and Opportunities*

**Sites Inventory and Regional Housing Needs Assessment (RHNA) Analysis.** PlaceWorks will use the current sites inventory as a starting point and will work with the City to determine viable sites based on new state law requirements, requiring additional analysis for sites smaller than one-half acre, larger than 10 acres, and for underutilized, non-vacant sites. We will also identify

sites included in the past two housing element site inventories that per AB 1397 are now required to allow affordable housing by-right (20 percent) in order to continue to count these sites in the inventory.

We will prepare an analysis that clearly illustrates the City's capacity to accommodate the new RHNA. The sites inventory will identify appropriately zoned sites with necessary infrastructure and services. In keeping with state law, we will document the realistic capacity of each parcel and prepare a map showing all identified sites. PlaceWorks will compare the inventory of available land to the RHNA and draft the adequate sites analysis to clearly describe how the City will accommodate the needs of households at all income levels.

If needed, we will work with City staff to determine sites that would be appropriate to rezone to meet any RHNA shortfall or to provide a larger surplus to ensure the City does not fall into a no-net-loss situation. If the City would like to incorporate the Association of Bay Area Governments (ABAG)/ Metropolitan Transportation Commission (MTC) Housing Element Site Selection (HESS) Tool in the development of the sites inventory, we can do so. This tool would serve as a way to cross-check our traditional GIS analysis, but would not replace it.

**Financial and Programmatic Resources.** PlaceWorks will update financial, physical, and programmatic resources available for affordable housing programs, including local, state funding programs, and private-sector resources. We will assess current and potential housing programs to recommend future programs that will support the City's housing objectives.

*Task 3.2 Deliverable:*

- Preliminary admin draft Housing Resources and Opportunities chapter.
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### *Task 3.3      Electronic Housing Element Site Inventory Form*

Pursuant to SB 6 (Chapter 667, Statutes of 2019), for a Housing Element adopted on or after January 1, 2021, such as Emeryville's, an electronic copy of the final inventory of the land inventory parcels using HCD-approved Excel spreadsheets must be prepared and submitted to HCD with the Housing Element.

*Task 3.3 Deliverable:*

- Site inventory on HCD's Electronic Inventory Form.

### *Task 3.4      Fair Housing Assessment*

AB 686 requires each city or county to take actions to overcome patterns of segregation, address disparities in housing needs and access to opportunity, and foster inclusive communities. Emeryville will need to include an assessment of fair housing practices, examine the relationship of available sites to areas of high opportunity, and include actions to affirmatively advance fair housing. The California Tax Credit Allocation Committee/HCD Opportunity Maps will be included and are intended to display the areas, according to research, that offer low-income children and adults the best chance at economic advancement, high educational attainment, and good physical and mental health. The goal of AB 686 is to ensure available sites for low-income housing are in high resource areas rather than concentrated in areas of high segregation and poverty. It will be important to demonstrate adequate sites throughout the county and meaningful actions to overcome geographic disparities.

*Task 3.4 Deliverable:*

- Preliminary admin draft Fair Housing Assessment chapter.

### *Task 3.5      Housing Constraints*

PlaceWorks will update the analysis of potential and actual governmental and nongovernmental constraints to meeting housing needs, including constraints to maintenance, improvement, and development of housing (pursuant to Government Code Section 65583(a)(4,5)). Potential constraints to be reviewed include any land use controls, fees and exactions, permit processing procedures, building codes and code enforcement, land and construction costs, and the availability of financing. We will identify potential programs and strategies to reduce or remove identified constraints. This task will include all the analysis needed to comply with recent updates to state housing law.

#### *Task 3.3 Deliverable:*

- Preliminary admin draft Constraints chapter.

### *Task 3.6      Housing Goals, Policies, and Quantified Objectives*

PlaceWorks will work with City staff to update goals, policies, programs, and quantified objectives (pursuant to Government Code Sections 65583 et seq.) to address identified housing needs and constraints based on the effectiveness and continued appropriateness of existing programs, information received through public outreach, the analysis of constraints, and findings from the needs assessment. Programs will describe specific steps for implementation and will identify a time frame and responsible department. Programs will address:

- All new state requirements since adoption of the existing Housing Element
- Consistency and compliance with the rest of the City General Plan elements and community goals
- Development controls and regulatory incentives
- Housing opportunities for all City residents, including the elderly, those with disabilities, the homeless, and other special needs groups
- Fair housing programs
- Sources of affordable housing funding
- Preserving and improving existing affordable housing
- Facilitating development of adequate housing and infrastructure to meet the needs of low- and moderate-income households in keeping with the regional fair-share allocation
- Mitigating any governmental constraints to providing and improving housing

#### *Task 3.4 Deliverable:*

- Preliminary admin draft Goals, Policies, and Quantified Objectives chapter.

## **TASK 4. COMMUNITY OUTREACH**

Focused and meaningful community engagement is an important part of the Housing Element update process. Government Code Section 65583(c)(7) requires: “The local government shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element, and the program shall describe this effort.” PlaceWorks recommends a community outreach program consistent with state and federal laws to solicit input from all segments of the community, including housing development professionals, residents, businesses, service groups, youth, seniors, and various stakeholders. Translation (print and verbal) is not included in this scope. If the need for translation arises during the project, PlaceWorks will use the contingency budget to assist the City in identifying and selecting an approach to meet the need.

### *Task 4.1 Stakeholder Consultations*

Due to the current Shelter-in-Place Initiative, PlaceWorks will conduct stakeholder consultations with organizations representing different socio-economic members of the community to identify housing needs. We will work with City staff to develop a list of 10 to 12 organizations and we will conduct a phone or email survey to discuss the issues and housing-related needs of their clients.

#### *Task 4.1 Deliverables:*

- Five to six completed consultations to include in the draft Housing Element.

### *Task 4.2 Community Outreach*

PlaceWorks will work with City staff to develop and implement an approach to engaging with the community (in addition to the Housing Committee, Planning Commission, and City Council Meetings and Hearings in Task 4.3). We will focus on opportunities for engagement at key milestones, including:

- Early in the process to introduce the Housing Element update to the community and to gather input on housing issues and potential policy solutions.
- To discuss the land inventory, especially should the City need to include a program to rezone sites in the next three years to meet the RHNA, the outreach would occur before the public draft is submitted to HCD for review.

As of this writing, traditional in-person meetings are not advised due to the COVID-19 virus and the need to keep social distance. Until this is resolved, PlaceWorks will organize and host virtual workshops, and prepare online materials, such as narrated PowerPoints, designed to inform and ask questions for residents and stakeholders to respond electronically. The materials can be viewed in private, and comments provided to the City through email, polling tools, and other electronic methods of gauging public opinion. If the City would like to incorporate the ABAG/MTC HESS Tool in the outreach process, we can do so. PlaceWorks anticipates using Zoom, Mentimeter and ArcGIS Online for community outreach and manages subscriptions for access to these tools. PlaceWorks proposes using the City's existing subscription to MailChimp to create surveys. Respondents do not need to be subscribed to an email notification list or provide their email address to complete the survey.

#### *Task 4.2 Deliverables:*

- Materials and services for two virtual workshops:
  - Promotional flyers and announcements
  - PowerPoint presentations
  - Surveys and/or live polling exercises
  - Virtual attendance
  - Summary notes incorporated into the Housing Element
- *It is anticipated that PlaceWorks will attend the community workshops virtually so no travel time or expenses are included in the budget.*
- \$1,000 is included in the expenses in the budget for two years of subscription fees for Zoom, Mentimeter and ArcGIS Online tools.

### *Task 4.3 Housing Committee Meetings*

PlaceWorks understands the important role the Housing Committee will play in the development of the Housing Element. We propose having 10 regular check-ins with the Housing Committee every other month or scheduled as directed by City staff. We will send any materials for their consideration or questions ahead of time and use phone or videoconference to join the meeting.



*Task 4.3 Deliverables:*

- Materials for and virtual attendance at 10 Housing Committee meetings.

***It is anticipated that PlaceWorks will attend the housing committee meetings virtually so no travel time or expenses are included in the budget.***

#### *Task 4.4 Planning Commission and City Council Study Session and Hearings*

We propose:

- A Planning Commission Study Session and a City Council Study Session to discuss the new state laws and solicit input on site selection and other approaches to meeting the RHNA.
- Four public hearings. One hearing each with the Planning Commission and the City Council to present the Housing Element prior to submitting the Housing Element to HCD and then one public hearing to the Planning Commission to recommend adoption and one public hearing to the City Council for adoption of the Housing Element and the environmental document.

We understand the required one-month lead time for information for staff reports and accounted for it in the schedule in **Table 2**.

*Task 4.4 Deliverables:*

- Information for staff reports, PowerPoint presentations, and attendance at one Planning Commission study session, one City Council study session and four public hearings
- ***It is anticipated that PlaceWorks will attend the two study sessions virtually so no travel time or expenses are included in the budget. It is anticipated that the Principal in Charge or Project Manager will attend the four hearings in person. Hours for travel time and \$1,000 total for travel expenses are included in the budget. PlaceWorks will not bill the City for travel time or expenses if meetings are held virtually.***

#### *Task 4.5 Flyers and Social Media*

It is assumed that the City will publish notices on social media through its regular channels and buy ads separately, if desired. PlaceWorks will ensure graphics are social media-ready (properly sized) and assist in drafting announcements. To reach people with limited internet access, PlaceWorks will create and print a physical flyer promoting the project webpage and email notification list. PlaceWorks will distribute these in person and/or provide them to service providers to distribute at places such as the Golden Gate Library Branch and in the ECAP line. These flyers will be provided at 3 key milestones: prior to each community workshop and in conjunction with the release of the Public Review Draft.

*Task 4.5 Deliverables:*

- Notifications (graphics and text) for City publication on social media
- Physical announcements printed and distributed
- **\$200 is included in the expenses in the budget for printing color announcements.**

## TASK 5. PREPARE AND FINALIZE HOUSING ELEMENT

### *Task 5.1      Administrative Draft*

PlaceWorks will incorporate the feedback received during the City’s review of the preliminary draft chapters described in Tasks 2 and 3 and the community and stakeholder feedback received in Task 4 into a comprehensive, formatted Administrative Draft Housing Element. PlaceWorks will submit the Administrative Draft Housing Element to City staff for review as an electronic copy in Microsoft Word format. Any outstanding data still needed from the City will be flagged in the Administrative Draft Housing Element so it can be addressed during City staff’s review. We request that we receive one consolidated set of City comments on the administrative draft.

#### *Task 5.1 Deliverables:*

- One electronic copy (in MS Word) of the Administrative Draft Housing Element.

### *Task 5.2      Public Review Draft*

PlaceWorks will address staff comments on the administrative draft and reply to any questions. We will incorporate comments and revisions from staff’s review of the administrative draft, as directed. PlaceWorks will then prepare and submit a Public Review Draft Housing Element to HCD and the general public for review and comment.

#### *Task 5.2 Deliverables:*

- One electronic copy (in MS Word and PDF) of the Public Review Draft Housing Element to the City and to HCD with a cover letter for their 60-day review.
- If required by HCD, one hard copy will be submitted to HCD.

### *Task 5.3      Adopted Final Housing Element*

PlaceWorks will prepare a final Housing Element that incorporates any changes to the public draft from City staff, HCD, or public comments received.

#### *Task 5.3 Deliverables:*

- Electronic copies (in MS Word and PDF) of the final draft to the City and to HCD with a cover letter for their 90-day review. One clean version and one showing all changes made will be included.
- If required by HCD, hard copies (one clean version and one showing all changes made) will be submitted to HCD.

### *Task 5.4      Additional Requirements under AB 686*

AB 686 established requirements for all housing elements due on or after January 1, 2021. In December 2020 when PlaceWorks drafted the original Housing Element scope, the basic requirements of AB 686 were clear (see Task 3.4 above). However, at that time it was unclear what level of detail HCD would require in its reviews of the newly required sections. Throughout 2021 and 2022 as PlaceWorks participated in multiple Housing Element reviews with HCD for other jurisdictions it became evident that Emeryville’s Housing Element will require a more detailed analysis than originally anticipated to achieve certification.

#### *Task 5.4 Deliverables:*

- Expanded content in the Housing Element.

### *Task 5.5      Expanded Executive Summary*

PlaceWorks will prepare a highly detailed and thorough Executive Summary.

#### *Task 5.5 Deliverables:*

- Expanded Executive Summary in the Housing Element.

### *Task 5.6      Reformat and Add Photos*

PlaceWorks will reformat the document to the City's specifications and include approximately 80 photos and captions.

#### *Task 5.6 Deliverables:*

- Reformatted Housing Element.

## **TASK 6. STATE CERTIFICATION**

PlaceWorks staff maintains strong working relationships with HCD reviewers. Our staff is very familiar with HCD's processes, staff, and what steps need to be taken to ensure Housing Element certification.

PlaceWorks will serve as the City's liaison to HCD. This service will include:

- Submittal of the draft Housing Element to HCD (60-day review).
- Calls and emails with HCD staff to discuss comments.
- Incorporating HCD's requested revisions.
- Submission of the final draft to HCD for review and approval (90-day review).

#### *Task 6 Deliverables:*

- Two electronic submittals to HCD, including cover letters of the Housing Element with highlighted changes and additions (and printed copies, if required by HCD).
- Emails and memorandums to address HCD questions and comments, as needed.
- Memos with proposed revisions to the Housing Element resulting from HCD comments incorporated into the Housing Element in a tracked-changes format for review and approval by City staff.

## **TASK 7. ENVIRONMENTAL REVIEW**

### *Task 7.1      Prepare Addendum*

The focus of the project will be to update the General Plan to meet RHNA and ensure compliance with new regulations. As no change to the land use pattern is anticipated, an Addendum to the General Plan Environmental Impact Report (EIR) (State Clearinghouse [SCH] No. 2006022008) pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15164 will be prepared. Because land uses evaluated in the General Plan EIR will not change, we do not believe that the update of policies would trigger new significant impacts. The use of an Addendum builds on the investment in the General Plan made by the City, and significantly shortens the time period for consideration of the project. Finally, provided that the City's decision to use an

Addendum for this project is supported with substantial evidence on the record, the decision enjoys the same protection as the General Plan EIR if challenged.

PlaceWorks will provide an Administrative Draft Addendum following a format discussed during the kickoff meeting. Our default format for an Addendum follows the findings in CEQA Guidelines Section 15162 rather than using an initial study. If a formal initial study is requested, we will need to increase the budget and scope accordingly. All impacts identified in the General Plan EIR will be reviewed in the context of the proposed changes. One administrative draft will be provided for review. The final draft of the Addendum will be used to support the CEQA determination during the hearing(s) for the proposed project.

*Task 7.2      Senate Bill 18 Consultation*

All General Plan Amendments must comply with SB 18. PlaceWorks will complete the Native American Heritage Commission (NAHC) online form requesting a tribal contact list. Using the addresses on the list from NAHC, PlaceWorks will draft letters (on City letterhead) to each of the tribes on the NAHC list inquiring whether they want consultation. Following the consultation meeting (or more typically a conference call), PlaceWorks will provide the written outcome of the process and a record for the project. Completion of the SB 18 process is needed prior to acting on the project. An Addendum does not trigger the AB 52 requirements for tribal consultation; however, any CEQA event other than an Addendum or exemption does trigger the AB 52 requirement. The SB 18 and AB 52 requirements are nearly identical. The main difference is that SB 18 must be concluded prior to taking action, while AB 52 must be concluded prior to circulating the environmental document. Therefore, in case an environmental document other than an Addendum is needed, we will draft materials to address SB 18 and AB 52.

*Task 7 Deliverables:*

- Administrative Draft, Public Draft and Final Draft Addendum.
- SB 18 (and AB 52) Tribal Consultation Materials, participation in consultations.

**Time to complete:** 30 days following HCD-reviewed draft Housing Element.

*Task 7.3      Respond to Legal Review of Addendum*

PlaceWorks will revise the Addendum in response to the City Attorney’s comments to ensure that it addresses both the RHNA obligation and the surplus capacity for the City’s prohousing application.

*Task 7.3 Deliverables:*

- Revised Addendum.

| TABLE 1      WORK PROGRAM SUMMARY                |                        |
|--|------------------------|
| Task 1:    Management                            |                        |
| 1.1    Project Initiation and Project Management | 1.2    Document Review |
| Task 2:    Review of 2015–2023 Housing Element   |                        |
| 2.1    Review 2015–2023 Housing Element          |                        |
| Task 3:    Housing Element Preparation           |                        |

|   |  |
|---|--|
| 3.1 Needs Analysis                                  | 3.4 Fair Housing Assessment  |
| 3.2 Housing Resources and Opportunities             | 3.5 Housing Constraints  |
| 3.3 Electronic Inventory Form                       | 3.6 Housing Goals, Policies, and Quantified Objectives               |
| <b>Task 4: Community Outreach</b>                   |  |
| 4.1 Stakeholder Consultations                       | 4.4 Planning Commission and City Council Study Sessions and Hearings |
| 4.2 Community Outreach                              | 4.5 Flyers and Social Media  |
| 4.3 Housing Committee Meetings                      |  |
| <b>Task 5: Prepare and Finalize Housing Element</b> |  |
| 5.1 Administrative Draft                            | 5.3 Adopted Final Housing Element                                    |
| 5.2 Public Review Draft                             |  |
| <b>Task 6: State Certification</b>                  |  |
| <b>Task 7: Environmental Review</b>                 |  |
| 7.1 Prepare Addendum                                | 7.2 SB 18 Consultation   |

## SCHEDULE

As of November 22, 2020, the City's Housing Element estimated due date is January 31, 2023. Per SB 375, the City has 120 days after the due date to adopt the Housing Element (May 31, 2023) to stay on the eight-year update cycle. PlaceWorks recommends starting the Housing Element efforts as soon as possible to meet the final due date.

The schedule in **Table 2** accounts for up to a month for City review of deliverables. We understand the Housing Committee meets the first Wednesday of each month; the Planning Commission meets the fourth Thursday each month (except that it does not meet in November and meets on the second Thursday of December) and the City Council meets the first and third Tuesdays of each month. We understand the required one-month lead time for information for staff reports.

The following schedule outlines the milestones associated with the Housing Element update.

**TABLE 2** SCHEDULE

| Task  | Proposed Timeline          |
|---|----------------------------|
| Project Kick-off Meeting  | March 2021                 |
| Housing Element Preparation   | March 2021 – February 2022 |
| Evaluation of the 2015–2023 Housing Element   | March – May 2021           |
| Launch Website  | April 2021                 |
| <b>Housing Committee Check-In #1</b>  | April 7, 2021              |
| <b>Community Workshop #1</b>  | May - June 2021            |
| Complete Stakeholder Consultations<br>Initiate SB 18 Tribal Consultation contacts   | May – August 2021          |
| <b>Housing Committee Check-In #2</b>  | May, 5 2021                |
| Preliminary admin draft Review of Previous Housing Programs chapter– City Review (1 month)                                  | May – June 2021            |
| <b>Housing Committee Check-In #3</b>  | July 7, 2021               |
| Preliminary admin draft Housing Needs chapter – City Review (1 month)   | July – August 2021         |
| Preliminary admin draft Housing Resources and Opportunities and Assessment of Fair Housing chapters – City Review (1 month) | August – September 2021    |
| <b>Housing Committee Check-In #4</b>  | September 8, 2021          |
| Prepare Staff Report for Planning Commission Study Session  | September 2021             |
| <b>Planning Commission Study Session</b>  | October 28, 2021           |
| Prepare Staff Report for City Council Study Session   | October 2021               |
| <b>City Council Study Session</b>   | November 16, 2021          |
| <b>Housing Committee Check-In #5</b>  | November 3, 2021           |
| Preliminary admin draft Constraints chapter – City Review (1 month)   | January – February 2022    |

|  |   |
|--|---|
| <b>Housing Committee Check-In #6</b>   | January 5, 2022   |
| <b>Community Workshop #2</b>   | January 2022  |
| Preliminary admin draft Goals, Policies, and Quantified Objectives chapter – City Review (1 month)                       | February – March 2022   |
| Administrative Draft Housing Element – City Review (1 month)   | March – April 2022  |
| <b>Housing Committee Check-In #7</b>   | March 2, 2022   |
| Prepare Public Draft Housing Element   | March - April 2022  |
| Prepare Staff Reports for Planning Commission and City Council Hearings to Present the Public Review Draft               | March - April 2022  |
| Release Public Review Draft Housing Element (2 weeks prior to hearings)  | ~April 14, 2022   |
| <b>Housing Committee Check-In #8</b>   | May 4, 2022   |
| <b>Planning Commission and City Council Hearings to present the Public Review Draft</b>                                  | Planning Commission: April 28, 2022<br>City Council: May 5, 2022        |
| <b>Housing Committee Check-In #9</b>   | July 6, 2022  |
| Submit Draft to HCD (60-Day Review) *  | May 2022  |
| Prepare General Plan EIR Addendum/SB 18 Consultation   | May – July 2022   |
| Conference Call with HCD to address any questions or Issues;<br>City Receives a “Conditional Compliance” Letter from HCD | August – September 2022   |
| <b>Housing Committee Check-In #10</b>  | September 2022  |
| Prepare Staff Reports for Planning Commission and City Council Adoption Hearings   | Planning Commission: September 2022<br>City Council: October 2022       |
| <b>Planning Commission and City Council Adoption Hearings</b>  | Planning Commission: October 27, 2022<br>City Council: December 1, 2022 |

|  |                            |
|--|----------------------------|
| Submit Final Adopted Housing Element to HCD<br>Review and Certification(Up to 90 Days) | December 2022 – March 2023 |
|--|----------------------------|



## CHAPTER 2:

# PROPOSAL BUDGET

As shown in \*updated\* **Table 3**, the estimated cost to complete the scope of work described in this proposal is \$171,837.

It includes a 10-percent contingency fund to cover any unforeseen out-of-scope work that might be necessary for the project, including translation services.

We are flexible regarding project costs and hope that you will not eliminate us from consideration based on cost alone.

The billing rates for each team member are included in **Table 3**.

PlaceWorks bills for its work on a time-and-materials basis with monthly invoices.

As shown in the following revised **Table 3**, the estimated costs for the proposed amended tasks total \$14,000. The original scope plus the amended tasks totals \$185,837.

**TABLE 3**      **AMENDED COST ESTIMATE**

Amended tasks are highlighted in orange.

|   |   | Original          | Amendment        | Total             |
|---|---|-------------------|------------------|-------------------|
| <b>TASK 1. MANAGEMENT</b>                           |   |                   |                  |                   |
| 1.1   | Project Initiation and Project Management                       | \$ 9,976          | \$ -             | \$ 9,976          |
| 1.2   | Document Review   | \$ 1,846          | \$ -             | \$ 1,846          |
|   | <b>Task 1. Subtotal</b>   | <b>\$ 11,822</b>  | <b>\$ -</b>      | <b>\$ 11,822</b>  |
| <b>TASK 2. REVIEW OF 2015-2023 HOUSING ELEMENT</b>  |   |                   |                  |                   |
| 2.1   | Review 2015-2023 Housing Element                                | \$ 4,524          | \$ -             | \$ 4,524          |
|   | <b>Task 2. Subtotal</b>   | <b>\$ 4,524</b>   | <b>\$ -</b>      | <b>\$ 4,524</b>   |
| <b>TASK 3. HOUSING ELEMENT PREPARATION</b>          |   |                   |                  |                   |
| 3.1   | Needs Analysis  | \$ 9,614          | \$ -             | \$ 9,614          |
| 3.2   | Resources and Opportunities                                     | \$ 12,128         | \$ -             | \$ 12,128         |
| 3.3   | Electronic Inventory Form                                       | \$ 1,780          | \$ -             | \$ 1,780          |
| 3.4   | Fair Housing Assessment   | \$ 5,998          | \$ -             | \$ 5,998          |
| 3.5   | Constraints   | \$ 10,287         | \$ -             | \$ 10,287         |
| 3.6   | Goals, Policies, and Quantified Objectives                      | \$ 8,374          | \$ -             | \$ 8,374          |
|   | <b>Task 3. Subtotal</b>   | <b>\$ 48,181</b>  | <b>\$ -</b>      | <b>\$ 48,181</b>  |
| <b>TASK 4. COMMUNITY OUTREACH</b>                   |   |                   |                  |                   |
| 4.1   | Consultations   | \$ 4,927          | \$ -             | \$ 4,927          |
| 4.2   | Community Outreach  | \$ 8,543          | \$ -             | \$ 8,543          |
| 4.3   | Housing Committee Meetings                                      | \$ 14,275         | \$ -             | \$ 14,275         |
| 4.4   | Planning Commission and City Council Study Session and Hearings | \$ 16,142         | \$ -             | \$ 16,142         |
| 4.5   | Flyers and Social Media   | \$ 3,601          | \$ -             | \$ 3,601          |
|   | <b>Task 4. Subtotal</b>   | <b>\$ 47,488</b>  | <b>\$ -</b>      | <b>\$ 47,488</b>  |
| <b>TASK 5. PREPARE AND FINALIZE HOUSING ELEMENT</b> |   |                   |                  |                   |
| 5.1   | Administrative Draft  | \$ 14,372         | \$ -             | \$ 14,372         |
| 5.2   | Public Review Draft   | \$ 7,278          | \$ -             | \$ 7,278          |
| 5.3   | Adopted Final Housing Element                                   | \$ 3,193          | \$ -             | \$ 3,193          |
| 5.4   | Additional Requirements under AB 686                            | \$ -              | \$ 3,500         | \$ 3,500          |
| 5.5   | Expanded Executive Summary                                      | \$ -              | \$ 3,200         | \$ 3,200          |
| 5.6   | Reformat and Add Photos   | \$ -              | \$ 3,900         | \$ 3,900          |
|   | <b>Task 5. Subtotal</b>   | <b>\$ 24,843</b>  | <b>\$ 10,600</b> | <b>\$ 35,443</b>  |
| <b>TASK 6. STATE CERTIFICATION</b>                  |   |                   |                  |                   |
| 6.1   | State Certification   | \$ 6,258          | \$ -             | \$ 6,258          |
|   | <b>Task 6. Subtotal</b>   | <b>\$ 6,258</b>   | <b>\$ -</b>      | <b>\$ 6,258</b>   |
| <b>TASK 7. ENVIRONMENTAL REVIEW</b>                 |   |                   |                  |                   |
| 7.1   | Prepare Addendum  | \$ 8,849          | \$ -             | \$ 8,849          |
| 7.2   | SB-18 Consultation  | \$ 2,050          | \$ -             | \$ 2,050          |
| 7.3   | Respond to Legal Review of Addendum                             | \$ -              | \$ 3,400         | \$ 3,400          |
|   | <b>Task 7. Subtotal</b>   | <b>\$ 10,899</b>  | <b>\$ 3,400</b>  | <b>\$ 14,299</b>  |
| <b>TASK 0. CONTINGENCY</b>                          |   |                   |                  |                   |
| 0.1   | Contingency   | \$ 15,622         | \$ -             | \$ 15,622         |
|   | <b>Task 0. Subtotal</b>   | <b>\$ 15,622</b>  | <b>\$ -</b>      | <b>\$ 15,622</b>  |
| <b>EXPENSES</b>                                     |   |                   |                  |                   |
| PlaceWorks Reimbursable Expenses                    |   | \$ 2,200          | -                | \$ 2,200          |
| <b>GRAND TOTAL</b>                                  |   | <b>\$ 171,837</b> | <b>\$ 14,000</b> | <b>\$ 185,837</b> |

TABLE 3 COST ESTIMATE - ORIGINAL

|  |   | PLACEWORKS        |               |                |             |                 |                   |                |                 |          |              |              |              | PlaceWorks Hours | PlaceWorks 2% Office Expenses | PlaceWorks Total | Total Task Budget |
|--|---|-------------------|---------------|----------------|-------------|-----------------|-------------------|----------------|-----------------|----------|--------------|--------------|--------------|------------------|-------------------------------|------------------|-------------------|
|  |   | Jennifer Gastelum | Cynthia Walsh | Amy Sinsheimer | Nicole West | Julia Schnell   | Allison Holmstedt | Mark Teague    | Miles Barker    | GRAPHICS | TECH. EDITOR | WP/ CLERICAL | Cliff Lau    |                  |                               |                  |                   |
|  |   | PIC               | Advisor       | Advisor        | PM          | Project Planner | Project Planner   | CEQA Principal | Project Planner |          |              |              | Web Designer |                  |                               |                  |                   |
|  | Hourly Rate:  | \$215             | \$165         | \$180          | \$165       | \$125           | \$125             | \$215          | \$115           | \$125    | \$115        | \$115        | \$135        |                  |                               |                  |                   |
| TASK 1. MANAGEMENT                           |   |                   |               |                |             |                 |                   |                |                 |          |              |              |              |                  |                               |                  |                   |
| 1.1  | Project Initiation and Project                                  | 8                 |               |                | 26          | 12              | 6                 | 6              |                 |          |              | 2            |              | 60               | \$196                         | \$9,976          | \$9,976           |
| 1.2  | Document Review   |                   |               |                | 2           | 4               | 6                 |                | 2               |          |              |              |              | 14               | \$36                          | \$1,846          | \$1,846           |
|  | Task 1. Subtotal  | 8                 | 0             | 0              | 28          | 16              | 12                | 6              | 2               | 0        | 0            | 2            | 0            | 74               | \$232                         | \$11,822         | \$11,822          |
| TASK 2. REVIEW OF 2015-2023 HOUSING ELEMENT  |   |                   |               |                |             |                 |                   |                |                 |          |              |              |              |                  |                               |                  |                   |
| 2.1  | Review 2015-2023 Housing Element                                | 1                 | 1             | 1              | 8           | 8               | 6                 |                |                 |          | 3            | 4            |              | 32               | \$89                          | \$4,524          | \$4,524           |
|  | Task 2. Subtotal  | 1                 | 1             | 1              | 8           | 8               | 6                 | 0              | 0               | 0        | 3            | 4            | 0            | 32               | \$89                          | \$4,524          | \$4,524           |
| TASK 3. HOUSING ELEMENT PREPARATION          |   |                   |               |                |             |                 |                   |                |                 |          |              |              |              |                  |                               |                  |                   |
| 3.1  | Needs Analysis  |                   | 1             | 1              | 16          | 22              | 24                |                |                 |          | 4            | 2            |              | 70               | \$189                         | \$9,614          | \$9,614           |
| 3.2  | Resources and Opportunities                                     | 1                 | 1             | 1              | 16          | 32              | 24                |                |                 | 8        | 4            | 2            |              | 89               | \$238                         | \$12,128         | \$12,128          |
| 3.3  | Electronic Inventory Form                                       |                   |               |                | 3           | 4               | 6                 |                |                 |          |              |              |              | 13               | \$35                          | \$1,780          | \$1,780           |
| 3.4  | Fair Housing Assessment   | 2                 | 3             | 3              | 8           | 10              | 12                |                |                 |          | 2            | 1            |              | 41               | \$118                         | \$5,998          | \$5,998           |
| 3.5  | Constraints   |                   | 1             | 1              | 20          | 22              | 24                |                |                 |          | 4            | 2            |              | 74               | \$202                         | \$10,287         | \$10,287          |
| 3.6  | Goals, Policies, and Quantified                                 | 1                 | 1             | 1              | 24          | 16              | 8                 |                |                 |          | 4            | 2            |              | 57               | \$164                         | \$8,374          | \$8,374           |
|  | Task C. Subtotal  | 4                 | 7             | 7              | 87          | 106             | 98                | 0              | 0               | 8        | 18           | 9            | 0            | 344              | \$946                         | \$48,181         | \$48,181          |
| TASK 4. COMMUNITY OUTREACH                   |   |                   |               |                |             |                 |                   |                |                 |          |              |              |              |                  |                               |                  |                   |
| 4.1  | Consultations   |                   |               |                | 2           | 10              | 26                |                |                 |          |              |              |              | 38               | \$97                          | \$4,927          | \$4,927           |
| 4.2  | Community Outreach  | 4                 | 1             | 1              | 12          | 12              | 12                |                |                 | 12       | 4            | 2            |              | 60               | \$168                         | \$8,543          | \$8,543           |
| 4.3  | Housing Committee Meetings                                      | 4                 | 1             | 1              | 40          | 24              | 16                |                |                 | 4        | 4            | 2            |              | 96               | \$280                         | \$14,275         | \$14,275          |
| 4.4  | Planning Commission and City Council Study Session and Hearings | 16                | 1             | 1              | 32          | 20              | 14                | 4              | 4               | 4        | 4            | 2            |              | 102              | \$317                         | \$16,142         | \$16,142          |
| 4.5  | Flyers and Social Media   |                   |               |                | 2           | 16              |                   |                |                 | 5        | 5            |              |              | 28               | \$71                          | \$3,601          | \$3,601           |
|  | Task 4. Subtotal  | 24                | 3             | 3              | 88          | 82              | 68                | 4              | 4               | 25       | 17           | 6            | 0            | 324              | \$933                         | \$47,488         | \$47,488          |
| TASK 5. PREPARE AND FINALIZE HOUSING ELEMENT |   |                   |               |                |             |                 |                   |                |                 |          |              |              |              |                  |                               |                  |                   |
| 5.1  | Administrative Draft  | 2                 | 2             | 2              | 24          | 24              | 24                |                |                 | 2        | 16           | 8            |              | 104              | \$282                         | \$14,372         | \$14,372          |
| 5.2  | Public Review Draft   | 2                 | 1             | 1              | 12          | 12              | 12                |                |                 |          | 8            | 4            |              | 52               | \$143                         | \$7,278          | \$7,278           |
| 5.3  | Adopted Final Housing Element                                   | 2                 |               |                | 6           | 6               | 4                 |                |                 |          | 2            | 2            |              | 22               | \$63                          | \$3,193          | \$3,193           |
|  | Task 5. Subtotal  | 6                 | 3             | 3              | 42          | 42              | 40                | 0              | 0               | 2        | 26           | 14           | 0            | 178              | \$488                         | \$24,843         | \$24,843          |
| TASK 6. STATE CERTIFICATION                  |   |                   |               |                |             |                 |                   |                |                 |          |              |              |              |                  |                               |                  |                   |
| 6.1  | State Certification   | 2                 | 1             | 1              | 12          | 10              | 6                 |                |                 |          | 4            | 8            |              | 44               | \$123                         | \$6,258          | \$6,258           |
|  | Task 6. Subtotal  | 2                 | 1             | 1              | 12          | 10              | 6                 | 0              | 0               | 0        | 4            | 8            | 0            | 44               | \$123                         | \$6,258          | \$6,258           |
| TASK 7. ENVIRONMENTAL REVIEW                 |   |                   |               |                |             |                 |                   |                |                 |          |              |              |              |                  |                               |                  |                   |
| 7.1  | Prepare Addendum  |                   |               |                | 8           |                 |                   | 8              | 45              |          | 3            | 1            |              | 65               | \$174                         | \$8,849          | \$8,849           |
| 7.2  | SB-18 Consultation  |                   |               |                | 4           |                 |                   | 2              | 6               |          | 1            | 1            |              | 14               | \$40                          | \$2,050          | \$2,050           |
|  | Task 7. Subtotal  | 0                 | 0             | 0              | 12          | 0               | 0                 | 10             | 51              | 0        | 4            | 2            | 0            | 79               | \$214                         | \$10,899         | \$10,899          |
|  | Labor Hours Total   | 45                | 15            | 15             | 277         | 264             | 230               | 20             | 57              | 35       | 72           | 45           | 0            | 1075             |                               |                  |                   |
|  | Labor Dollars Total   | \$9,675           | \$2,475       | \$2,700        | \$45,705    | \$33,000        | \$28,750          | \$4,300        | \$6,555         | \$4,375  | \$8,280      | \$5,175      | \$0          |                  | \$3,025                       | \$154,015        | \$154,015         |
|  | PlaceWorks Percent of Total Labor                               | 4%                | 1%            | 1%             | 26%         | 25%             | 21%               | 2%             | 5%              | 3%       | 7%           | 4%           | 0%           |                  |                               |                  |                   |
| PlaceWorks Reimbursable Expenses             |   |                   |               |                |             |                 |                   |                |                 |          |              |              |              |                  |                               |                  |                   |
| GRAND TOTAL                                  |   |                   |               |                |             |                 |                   |                |                 |          |              |              |              |                  |                               |                  | \$156,215         |
|  |   |                   |               |                |             |                 |                   |                |                 |          |              |              |              |                  | W/10% contingency             |                  | \$171,837         |