



AGENDA REPORT

Meeting Date: June 17, 2008

Item Number: F-9

To: Honorable Mayor & City Council

From: Anne Browning McIntosh, AICP, Interim Community Development Director

Subject: AMENDMENT NO. 3 TO AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND **EIP ASSOCIATES, A DIVISION OF PBS&J (FORMERLY EIP ASSOCIATES, INC.)** FOR CONSULTANT SERVICES REGARDING THE COMPREHENSIVE GENERAL PLAN UPDATE AND ENVIRONMENTAL ASSESSMENT;

AND APPROVAL OF A CHANGE ORDER IN THE AMOUNT OF \$295,608 TO THE PURCHASE ORDER TO EIP ASSOCIATES, A DIVISION OF PBS&J (FORMERLY EIP ASSOCIATES, INC.) FOR CONSULTANT SERVICES FOR A NOT-TO-EXCEED TOTAL OF \$1,309,354.

Attachments: 1. Agreement

RECOMMENDATION

It is recommended that the City Council approve an amendment to Agreement No. 362-04 for consultant services for the General Plan update. The amendment would extend the contract date, create a Sustainability Master Plan, a General Plan Summary, and reorganization of the updated General Plan into related topical areas rather than the traditional seven elements as originally scoped. The addendum also covers the increased labor costs, increasing the compensation by \$295,608 for a total of \$1,309,354.

INTRODUCTION

In addition to extending the contract for one year, the amendment includes a request for additional funds needed to complete the project. This work effort will build upon the current General Plan and Environmental Impact Report (EIR) work to include the

addition of a Sustainability Master Plan, a General Plan Summary, and reorganization of the updated General Plan into related topical areas rather than the traditional seven elements as originally scoped. The addendum also covers the increased labor costs since initiation of the initial contract with PBS&J in November 2004.

DISCUSSION

The existing Agreement for consultant services for the comprehensive General Plan update was adopted November 16, 2004. The Agreement is set to expire on June 30, 2007. This amendment will extend the contract until June 30, 2008.

While the updated General Plan will include provisions to ensure that the General Plan is sustainable, staff has also requested that PBS&J prepare a Sustainability Master Plan concurrent with updating the City's General Plan. The Master Plan will be independent of the General Plan and much broader in scope as a means to address a broader range of issues than is covered in the general plan including economic and fiscal sustainability, as well as sustainable approaches for the design, operation, and maintenance of City facilities and infrastructure.

The requested budget amendment will cover a reorganization of the updated General Plan into related topical areas rather than the traditional seven elements as originally scoped. These topical areas include Community Conservation and Development, Infrastructure and Public Services, Natural Resources, and Community Safety.

The requested amendment also includes the following new items that were not previously in the budget for the EIR:

- Public scoping meeting
- Update of air quality model
- Preparation of the Notice of Completion (NOC) for submittal of the Draft Program EIR to the State Clearinghouse
- Meeting with City staff to discuss comments on administrative draft documents

As noted in the Fiscal Impact section of this report, funds in the amount of \$295,608 are available in the 2007-2008 Community Development Department budget.

PUBLIC NOTICE AND COMMENTS

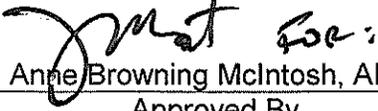
No public notice is required for the amended agreement for General Plan consultant services.

FISCAL IMPACT

Funds (\$295,608) for consultant services are available from budgeted funds that were unexpended (including remaining unexpended budget for the General Plan) from the 2007-08 fiscal year budget for the Community Development Department.

N/A

Finance Approval


Anne Browning McIntosh, AICP
Approved By

AMENDMENT NO. 3 TO AN AGREEMENT BETWEEN THE
CITY OF BEVERLY HILLS AND EIP ASSOCIATES, A
DIVISION OF PBS&J (FORMERLY EIP ASSOCIATES, INC.)
FOR CONSULTANT SERVICES REGARDING THE
COMPREHENSIVE GENERAL PLAN UPDATE AND
ENVIRONMENTAL ASSESSMENT

NAME OF CONSULTANT: EIP Associates, a division of PBS&J

RESPONSIBLE PRINCIPAL OF CONSULTANT: Elwood Tescher, Principal

CONSULTANT'S ADDRESS: 12301 Wilshire Boulevard
Suite 430
Los Angeles, CA 90025
Tel: (310) 268-8132

CITY'S ADDRESS: City of Beverly Hills
455 N. Rexford Drive
Beverly Hills, CA 90210
Attention: Vincent P. Bertoni, AICP
Director of Community Development

COMMENCEMENT DATE: November 16, 2004

TERMINATION DATE: June 30, 2009

CONSIDERATION: Not to exceed \$1,309,354 based on the rates
and more particularly described in Exhibit A
and Exhibit B-1

AMENDMENT NO. 3 TO AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND EIP ASSOCIATES, A DIVISION OF PBS&J (FORMERLY EIP ASSOCIATES, INC.) FOR CONSULTANT SERVICES REGARDING THE COMPREHENSIVE GENERAL PLAN UPDATE AND ENVIRONMENTAL ASSESSMENT

This Amendment No. 3 is to that certain Agreement between the City of Beverly Hills, a municipal corporation (hereafter called "CITY"), and EIP Associates, a division of PBS&J (formerly EIP Associates, Inc.), a Florida corporation (hereinafter called "CONSULTANT"), dated November 16, 2004, identified as Contract No. 362-04, as amended by Amendment No. 1 dated July 11, 2006 and identified as Contract No. 236-06, and further amended by Amendment No. 2, dated June 19, 2007 and identified as Contract No. 218-07 ("Agreement") for consultant services regarding the Comprehensive General Plan Update and Environmental Assessment.

R E C I T A L S

A. CITY entered into a written agreement for consultant services regarding the Comprehensive General Plan Update and Environmental Assessment on November 16, 2004, which was previously amended.

B. CITY desires to further amend the scope of services of the Agreement and increase the Consideration to compensate CONSULTANT for the additional work required.

NOW, THEREFORE, the parties agree as follows:

Section 1. The Consideration shall be amended as set forth above.

Section 2. Exhibit A, Scope of Work, shall be amended as attached hereto and incorporated herein.

Section 2. Exhibit A, Scope of Work, shall be amended as attached hereto and incorporated herein.

Section 3. Exhibit B-1, Schedule of Rates, shall be amended as attached hereto and incorporated herein.

Section 4. Except as specifically amended by this Amendment No. 2, the Agreement shall remain in full force and effect.

Executed the _____ day of _____, 200__, at Beverly Hills, California.

CITY OF BEVERLY HILLS,
A municipal corporation

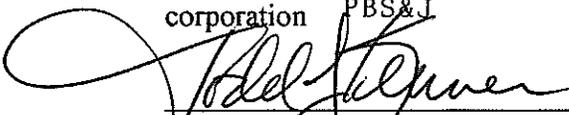
BARRY BRUCKER
Mayor of the City of
Beverly Hills, California

ATTEST:

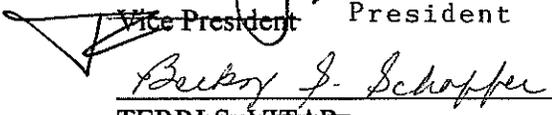
BYRON POPE
City Clerk

(SEAL)

CONSULTANT: EIP ASSOCIATES, a
division of CONSULTANT, a California Florida
corporation PBS&J

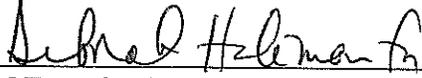


~~BRIAN BOXER~~ Todd J. Kenner
Vice President President



~~TERRI S. VITAR~~ Becky S. Schaffer
Associate Vice-President Secretary

APPROVED AS TO FORM


LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

RODERICK J. WOOD
City Manager


ANNE BROWNING
Interim Director of Community
Development

KARL KIRKMAN
Risk Manager

EXHIBIT A

City of Beverly Hills General Plan Update

SCOPE OF SERVICES EIP ASSOCIATES

As amended June 7, 2007

APPROACH TO THE WORK PROGRAM

EIP Associates will provide consulting services to the City of Beverly Hills for the preparation of an updated General Plan (GP). The work program will carry forward and address the recommendations of the General Plan Topics Committees (GPTC) completed during late 2003 and early 2004. Additionally, it will encompass revisions necessary to fulfill the statutory requirements of the State of California Government Code (Section 65300 et. seq.) including complete technical research and analyses, policy formulation for topics not addressed by the GPTCs, and reformatting of the GP to create a document that will be more usable by the City Council, Planning Commission, staff, community, and other users.

EIP Associates will serve as the overall manager and coordinator for the preparation of the updated GP, will conduct technical research and analyses, and prepare updated goals, policies, and programs. While EIP will have the primary leadership role, it is anticipated that this will be a collaborative effort with City staff who will provide available technical studies and reports, participate in meetings and workshops defining key policy directions, participate in public outreach and consensus-building, and serve as the primary interface with the City Council and Planning Commission.

PROPOSED WORK PROGRAM

Task 1.0 PROJECT ORIENTATION

1.1 Organizational Meeting

EIP will meet with City staff to confirm:

- a. Project objectives, work tasks, consultant and City staff responsibilities, and schedule.
- b. Schedule for City and consultant management and coordination meetings. It is recommended that a regular time period be established for coordination, which may be accomplished through in-person meetings or by conference call.
- c. Protocols for the submittal, review, and approval of consultant work products.
- d. Processes for public involvement.
- e. Benchmarks for City Council and Planning Commission review and input.

- f. Interface procedures with other City departments.
- g. Relevant studies, reports, plans, environmental documents, maps, electronic files, and other materials that have not previously been provided to the EIP team.

Project Schedule. A project schedule will be developed using Microsoft Project 2002 or FastTrack Schedule 8 for monitoring project progress and will be updated monthly. Each task item and duration, including starting and ending dates, will be listed.

Format for Deliverables. All deliverables shall be submitted in digital form as well as hard copy. All documents shall be composed in the Microsoft Office® family of computer applications, including Word, Excel, etc. Graphic files must be in a Windows® compatible, universally-readable image format, such as a bitmap, JPEG, GIF, TIFF, or other similar raster format, unless another format (e.g. a metafile, vector graphic file, or proprietary raster file) is approved by the City. In addition, documents to be posted to the City's website as part of community outreach, including the draft and final General Plan, must also be submitted in Portable Document Format (PDF), indexed and in segments to be approved by the City. City staff must approve all fonts, graphics and print formats.

Map files must be submitted in ESRI shapefile format with appropriate meta data including projection information. A basic template for maps shall be created by the Consultant with approval by the City.

Product

Work schedule in Microsoft 2002 or FastTrack Schedule 8 format – One electronic original and five (5) copies.

1.2 Establish Updated General Plan Formats

Formats will be prescribed for the documentation of baseline technical studies, the updated General Plan, and EIR, as well as public summary documents and presentation materials. We will meet with City staff to review options and select a preferred organizational (existing elements, consolidated elements, topic-based, or other) and product formats. The former may consider the existing structure of elements or re-organization by common topic, theme, or community value. Product formats may encompass printed documents, CD Roms, and electronic formats for inclusion on the City's Web Page.

Product

Work product specifications and outline -- One electronic original and five (5) copies.

1.3 Prepare Base Map

A base map will be prepared for the recording of baseline data, analyses, plan alternatives, and plan recommendations in a consistent format and graphic style. At a minimum, the map should depict all streets and parcels. It is understood that this map will be prepared based on GIS layers

available from the City. All maps prepared for the GP update will be submitted in ESRI shapefile format with appropriate meta data including projection information.

Product

Base map -- One electronic original, GIS format.

1.4 Define Public Participation Program

EIP will work with City staff in defining a program for continued public involvement in the General Plan update. It is anticipated that this will occur at three stages of the planning process:

- a. As input for the formulation of policies that were broadly defined and require more definitive direction or for which conflicting input was provided during the GPTC process;
- b. Review and comment on preliminary draft comprehensive goals and policies; and
- c. Formal public hearings of the Planning Commission and City Council.

The program will define the appropriate forum for public input in consideration of the issues and policies to be discussed. Among the possible venues are meetings with one or more of the GPTCs, surveys (published and/or on the City's Web Page), public workshops, focus group discussions, and study sessions and formal hearings of the Council and Commissions. A memorandum will be prepared that describes the participation methodology, logistics, material/media, outreach methods, schedule, and responsibilities.

Product

Public involvement program -- One electronic original and five (5) copies

Task 2.0 Review Existing General Plan

As the first step in the planning process, the existing GP will be reviewed to identify the scope of update required to reflect the GPTC recommendations, legislative requirements, and state-of-the-art planning practice. This will include the review of baseline data and analyses for its adequacy and goals, policies, and programs for their continuing relevance.

2.1 Identify Baseline Data and Analysis Needs

Baseline data for the GP update will serve three purposes: (a) to inform the set of opportunities, constraints, and problems for which policy will be formulated, (b) as the "Existing Setting" section of the updated GP's Environmental Impact Report (EIR), and (c) as a benchmark of indicators that can be used to measure the effectiveness of the GP's policies and programs. An adequate baseline needs to assess information about historic and existing conditions and projections and trends that may impact the City in the future (e.g., population growth, changing demographics, the national and state economies, technology, etc.). Data compiled for and issues identified during the GPTC phase of the work program will serve as the foundation for this work task.

EIP Associates has provided the City with a list of specifications and criteria (e.g., currentness, level of specificity, and so on) for data and analyses required for the GP and EIR. The existing General Plan and other reference documents will be reviewed by City staff to determine the adequacy of their data. For purposes of budgeting, it is assumed that EIP's documentation of baseline data will be based on studies available from the City and not require primary research or data generation, with the exception of traffic analyses and day population estimates (see below). Should substantive data deficiencies be identified, EIP will work with the City in formulating a program for the upgrade of the data where necessary. This will define the tasks to be performed, responsibilities, formats for documentation, and schedule for completion.

Product

Memorandum: Analysis of Baseline Data Adequacy -- One electronic original and five (5) copies.

2.2 Assess the Adequacy of Existing Goals, Policies, and Programs

Existing GP goals, policies, and programs need to be updated to reflect contemporary community needs, state and federal legislation, and state-of-the-art planning practices. Existing policies may be revised, deleted, or supplemented by entirely new policies, including those recommended by the GPTCs. In some cases, the GPTC input offered clear recommendations regarding how policies should be modified, while in others, the input was broadly stated or differed somewhat among the committees, necessitating further deliberation about how they should be implemented. Further, many required policy subjects were not addressed by the GPTCs and must be formulated.

A process will be established for the review of the existing GP goals, policies, and programs for their consistency with the GPTCs recommendations. This will utilize a checklist that will differentiate policies that can be readily revised based on clear and unambiguous input and those that require additional study and/or deliberations. EIP will conduct a preliminary review of the existing Plan, submit our findings to City staff, and meet to confirm the scope of revisions necessary.

As the GPTC process focused on a number of topics of special interest and visibility for the Beverly Hills community, it did not address many of the policy topics that statutorily must be addressed by a comprehensive GP. Consequently, we will also review of the adequacy of the balance of GP elements and topics. EIP will establish assessment criteria that may include:

- Completeness based on statutory requirements
- Internal consistency (vertical and horizontal)
- Consistency with State and Federal legislation and court decisions
- Clarity and common understanding
- Distinction of mandatory and permissive actions
- Financial and practical feasibility

- Proven effectiveness in addressing issues and achieving community visions and objectives
- Community and political acceptability

In addition, we will seek the input of City staff regarding their critique of the understandability, usability, and effectiveness of existing policies. EIP will provide a checklist to Planning Department staff and, at the direction of staff, other pertinent departments and City commissioners. On completion of the review, we will meet with staff and confirm the scope and process for policy revisions that are required.

Product

Memorandum: Analysis of General Plan Policy Revision Requirements -- One electronic original and five (5) copies.

Task 3.0 Compile and Analyze Baseline Data, Projections, and Trends

A comprehensive database describing Beverly Hills' existing conditions and pertinent forecasts and trends that may affect its future will be compiled. This will serve as the framework for Plan policy decisions and the "Environmental Setting" section of the EIR.

The database will be primarily compiled from plans, studies, EIRs, and other information available from the City. This includes the 1998-1999 Land Use Survey, 1:1,200 resolution aerial photography, Los Angeles County Assessor parcel file, and the GIS map layers. It is assumed that original research and field studies will not be conducted, except for traffic analyses and day time population estimates. This data will be compiled, textually described, mapped in the GIS file (where appropriate), and analyzed. Maps, photographs, illustrations, tables, and charts will be extensively used to facilitate understanding of the data.

All data and issues will be compiled into a *Technical Background Report (TBR)*, which will be used for both the GP and EIR. EIP will monitor staff's progress according to the schedule of performance.

3.1 Compile and Analyze Baseline Data

3.1.1 Regional Context

The relationship of the City of Beverly Hills to the greater region will be described, including the identification of adjoining municipalities, land uses, transportation and infrastructure linkages, and projections, plans, and programs that are applicable to the City. Among these are Southern California Association of Government's (SCAG's) Regional Transportation Plan and Growth Forecasts, the South Coast Air Quality Management District's (SCAQMD) Air Quality Management Plan, and the Congestion Management Plan (CMP).

3.1.2 Land Use

- a. **Existing Land Use.** A GIS map depicting existing land uses in the City will be prepared based on data presented on the existing hard copy map (1998-1999 inventory of commercial and residential buildings and land use) and parcel files available from the City. The acreage of the uses will be calculated and incorporated into a table with housing unit and commercial and office building square footage available from the City.
- b. **Zoning.** The City's existing land use zoning will be depicted and their respective acreage will be tabulated.
- c. **General Plan.** The City's existing General Plan land use designations will be depicted on the base map and the potential yield of development tabulated. The latter will define the number of permissible residential units and commercial and industrial building square footage. These will be compared with the tabulation of existing uses to determine the additional increment of development that could (theoretically) be accommodated in the City in the future.
- d. **Approved and Pending Projects.** Development projects that are entitled but unbuilt and those that are currently in the process of review and approval will be documented. Locations will be depicted on the base map and the type and amount of development will be described. This will not encompass minor projects, such as small building additions or renovations. Data will be derived from the City's permitting files.
- e. **Areas Susceptible to Change.** Working with City staff, we will assess the "susceptibility to change" of existing development as determined by input in the GPTC Process, economic obsolescence or underutilization, physical deterioration of buildings and improvements, and/or incompatibility with adjacent uses. Locations will be depicted on the base map.

3.1.3 Population and Demographics

It is understood that City staff will assemble existing population and employment and forecasts for the future. This work would draw from the 2000 U.S. Census and existing documents, including the City's updated Housing Element, and other studies as identified. Additionally, information may be compiled from the Southern California Association of Government's (SCAG's) socio-economic databases as they apply to Beverly Hills. Additionally, EIP will estimate the size and components of the daytime population interpreting data available from the U.S. Census, the City's building permits, and other reports and studies.

3.1.4 Housing

The City's updated Housing Element's background data (housing inventory, land availability, socio-demographic characteristics, etc.), analyses (housing need, impediments, barriers for affordability, evaluation of existing programs, etc.), and issues will be updated by City staff, with review by EIP.

3.1.5 Historic Resources

Historic resources previously inventoried by the City will be reviewed and discussed according to their architectural and/or historic significance and value for the community. Locations will be depicted on the base map and photographs will document their salient characteristics.

3.1.6 Circulation

Subtask 1: Project Initiation and Coordination

At the outset of the study, discussions will be held with City of Beverly Hills staff to finalize and confirm the scope of services and key parameters for the traffic and circulation study. The study approach, study analysis locations (intersections and/or roadway links), forecasting methodologies, and key assumptions will be discussed and confirmed with city staff.

Coordination with city staff will continue throughout the study. Base data (e.g., project trip generation estimates, worksheets, tables, maps) will be provided to City of Beverly Hills staff for review and concurrence prior to completion of the impact analyses and traffic study report.

For the purposes of this proposal, and based on preliminary conversations with City of Beverly Hills staff, the following study parameters are assumed:

- The traffic study will quantify potential impacts for up to three alternative land use scenarios: testing of two scenarios during development of the land use element and the draft land use element for inclusion in the EIR impact analysis.
- The study will utilize the city's TRAFFIX database as the assignment tool for analysis of existing and future traffic conditions.
- Roadway link analysis is traditionally the level of detail used in long-term programmatic analyses such as those for general plan elements. Intersection analysis is at once more detailed but also more speculative over a long planning horizon and because of the lack of detail in the preparation of land use schemes associated with the development of general plans. Based on discussions with the staff and the general plan consultant, it has been determined that the roadway links option will be used in the study. It is anticipated that up to 35 key roadway links would be analyzed in the study.

Subtask 2: Data Collection

City files will be researched to determine the availability of recent traffic count data for the roadway links identified for analysis in the study. New count data will be collected where necessary (for the purposes of this proposal, an allowance has been provided in the proposed study budget to conduct new counts at up to 15 analysis locations.)

Information will be collected regarding street system characteristics, existing transit services, and planned transportation system improvements within the study area. Kaku Associates, through its recent work with the city on a number of studies, already has a substantial amount of relevant data in its files.

Data collected by the city in support of the Circulation Element will also be obtained and reviewed during this task. This data has been documented in the report "General Plan Circulation Committee Report and Recommendations January 2004" and includes a description of the process used by the committee of residents, the issues discussed, and the recommendations developed through this process.

Other sources of data will be reviewed and considered in the identification of issues and potential options including the report "Westside Mobility Study October 2003" by Kaku Associates.

Subtask 3: Existing Conditions

An assessment will be made of existing operating conditions and constraints within the city. Peak hour levels of service will be quantified at the study roadway links. Existing traffic operational problems and congested areas will be identified. Existing transit service serving the city (MTA and any other relevant service) will be identified. The existing bicycle and pedestrian systems serving the city will be described. Existing conditions data and analyses from any other relevant traffic study previously conducted in the city will be incorporated into this task.

Subtask 4: Identification of Key Issues

The results of subtasks 1 - 3 above will be used to identify a series of key transportation and circulation issues that face the City of Beverly Hills and must be addressed in the development of the Circulation Element of the General Plan. The product of this task will be a series of "white papers" that summarize and discuss each of these issues within the context of the circulation plan. To the degree possible, these issues will be quantified and evaluated in terms of potential options available to address them. The white papers will serve as the starting point for discussion on these options that will eventually result in the identification of the recommended strategies and programs to be included in the Circulation Element of the General Plan.

Based on previous documents, including the General Plan Circulation Committee report and the Westside Mobility Study the following serves as a preliminary list of issues that may be included among those discussed in the white papers for this study:

- The significant ongoing commercial and residential development that brings with it associated traffic impacts.
- Wilshire Corridor traffic congestion that is particularly difficult to address because of its mixture of through regional traffic and locally generated commercial traffic. Both must be accommodated or reduced. Also, concerns with the role of Metro Rapid Bus on Wilshire and integrating it with traffic flow while accommodating stops for passengers.
- Ongoing concerns with the improvement program for Santa Monica Boulevard (State Route 2) through the city.
- Through traffic between the city and the San Fernando Valley using the canyon routes and disrupting the neighborhoods in the northern part of the city.

- The need to protect residential neighborhoods from the intrusion from regional and other non-local traffic by encouraging these motorists to remain on the primary arterials.
- The ability to provide adequate off-street parking to serve the needs of the business triangle while ensuring that the area does not become overbuilt with parking spaces.
- The need for alternative means of transportation within the business triangle to reduce the traffic congestion and to encourage use of non-vehicular modes to circulate within the area.

The issues selected to be the subject of the white papers will be discussed with the study team members including the city staff and the general plan consultant.

3.1.7 Infrastructure

Infrastructure master plans and other applicable documents from the City's infrastructure service providers will be reviewed to identify system facilities, service deficiencies (if any), planned improvements, and capacities to accommodate future growth. It is assumed that City staff will be responsible for contacting respective service providers and obtaining base data for this task. Infrastructure to be documented will include:

- a. Domestic Water, including Water Supply Assessment (WSA) consistent with SB 610 and SB 211. (Note: While these requirements are not currently applicable to GPs, pending State legislation may shift the burden of this assessment to the GP process, including requirements for the preparation of a separate Water Element. As the specific requirements of such an element are speculative at this time, we propose, for the purposes of this program to limit the analysis to the availability of water as defined by the local water service agencies' WSAs.)
- b. Reclaimed Water
- c. Sanitary Sewer
- d. Solid Waste
- e. Stormwater and Drainage
- g. Electricity
- h. Gas
- i. Telecommunications

3.1.8 Public Services

A descriptive profile of public services and programs, facilities, service deficiencies (if any), planned improvements, and capacities to accommodate future growth will be prepared. It is assumed that City staff will be responsible for contacting respective service providers and obtaining base data for this task. Public services to be documented will include:

- a. Police
- b. Fire
- c. Parks and Recreation
- d. Education/Schools
- e. Library
- g. Cultural

3.1.9 Environmental Resources

- a. Any significant plant and wildlife species and habitats in the City of Beverly Hills will be identified and depicted on the base map. The Natural Diversity Data Base and other state and federal species lists will be reviewed for presence within the City. Applicable regulatory requirements for identified resources will be summarized.
- b. Water resource, watershed, and water quality reports will be reviewed as basis for the description of current conditions. Watersheds and blue line streams will be depicted on the base map. Water quality data will be obtained from water service providers. Existing reclaimed water, water conservation, and groundwater recharge will be documented. Existing watershed and water quality protection regulations will be identified, such as NPDES discharge requirements.
- c. The City's topographic characteristics will be described, based on U.S. Geological Service mapping and other source information available from the City. Slope characteristics and elevations will be generally described. The City's hillside development standards will be reviewed.
- d. Information pertaining to the City's mineral resources, including oil, will be identified based on a review of available literature from the California Geological Survey (formerly know as the Division of Mines and Geology), U.S. Department of Agriculture, other State and federal sources, and the City's Utilities Department. Recent legislation pertaining to land resources will be reviewed and its implications for the City will be summarized.
- e. The City of Beverly Hills' climate, wind flow, and meteorology that influence its pollution potential will be discussed, and up-to-date results of monitoring for pollutants conducted by the Los Angeles County Air Pollution Control District and California Air Resources Board will be summarized. The most recent air quality data from monitoring stations within the vicinity of Beverly Hills for the past three years will be included. The regulatory framework will include an explanation of the air pollution control programs that are currently in place at the state (i.e., the Risk Reduction Plan to Reduce Particulate Matter Emissions from Diesel-Fueled Engines and Vehicles) and regional (i.e., the Air Quality Management Plan) levels. A summary of current air quality management efforts that may be related to the GP will be provided.

3.1.10 Safety

- a. Information pertaining to Beverly Hills' geologic setting and hazards will be documented based on information provided in existing technical studies and research. This will document the City's physiographic setting, geologic units, hazards (e.g., landslides and slope instability, expansive soils, ground subsidence, erosion, and so on) by text and maps.
- b. Information pertaining to Beverly Hills' seismic setting and hazards will be documented based on information provided in existing technical studies and research. This will document the City's faulting, earthquake potential, historic earthquakes, potential groundshaking, liquefaction, and seismically induced landslides and slope failure, emergency response programs, and other pertinent information.
- c. Information pertaining to Beverly Hills' flood hazards will be documented based on information provided in existing technical studies and research. This will document the City's historic flood flows, flood hazard areas (100 and 500 year), seismically induced flood hazards (including dam failure), existing emergency response programs, and other pertinent information.
- d. Information pertaining to Beverly Hills' wildland and urban fire hazards will be documented based on information provided in existing technical studies and research. This will document the City's historic fires, vegetation flammability, urban structures of risk, and other pertinent information.
- e. Information pertaining to the presence of toxics and hazardous materials in the City of Beverly Hills will be documented based on information provided in existing technical studies and research, including Fire Department records.

3.1.11 Noise

Noise from traffic currently affects the uses within the City. Noise modeling at up to 12 locations will be used to define the current noise emission levels associated with select highway and roadway noise sources. The existing noise exposure along major thoroughfares will be depicted on the base map with noise contours in increments of 5dBA above a 60 dBA CNEL or L_{dn} . Noise levels will be depicted for the street segments for which traffic volumes are documented in the GP Traffic Analysis Report (see above). Fixed sources of noise will be discussed qualitatively and, where necessary, characterized with field tests. Field tests at up to 5 locations will characterize fixed noise sources, and the test locations will be mapped on the noise contour map to document citywide conditions. Intermittent noise will be anecdotally described, based on input from City staff.

Land uses in the City that are especially "sensitive" to noise (e.g., residences, quiet open spaces, schools, religious institutions) will be discussed. To provide context for the discussion of the conditions, the characteristics of environmental noise and existing noise-limiting regulations, policies, and guidelines will be summarized. A discussion of compatibility of existing land uses with the noise conditions will identify where "sensitive" uses (e.g., schools, health care, and single family residential) of the City are currently exposed to unacceptable noise levels.

Additionally, noise issues associated with the interface of residences with commercial, entertainment, and/or tourist-oriented uses will be discussed.

3.2 Synthesis – Planning Issues

The key physical and environmental conditions and trends evaluated during the preceding tasks will be assessed according to their implications for the City—as opportunities, constraints, challenges, or problems. These, in concert with the issues identified by the GPTCs, will represent the framework of planning issues for which GP policies will be updated. Defined issues and visions will be listed in a matrix and their implications for community planning defined (e.g., "influences land use type or location" or "requires policies and standards to mitigate impacts"). Issues that pertain to specific locations in the City, such as stable residential neighborhoods, underutilized commercial lands, or areas of high noise exposure will be depicted on the base map.

Among the issues to be discussed will be:

- Single and multiple-family residential areas
- Business Triangle area including S. Beverly Drive
- Major commercial corridors including:
 - Wilshire Blvd. corridor
 - Olympic Blvd. corridor
 - North and South Robertson Boulevard
 - North and South La Cienega Boulevard
- Area lying between Santa Monica Boulevard and Wilshire Boulevard, west of the intersection of those streets
- The relationship of the Civic Center/Community Arts (former Post Office) facility to its context

The following issues shall be specifically addressed in the General Plan document and any necessary background studies produced as appropriate:

- The implications for City's transportation systems of the City's geographic location within the greater Los Angeles area, including:
 - The nature and traffic-carrying capacities of the north and south roadways of Santa Monica Boulevard including use of former railroad rights-of-way
 - Major east-west and north-south commuter traffic
 - Protection of residential neighborhoods from traffic
 - Transit
- Evaluation of older office buildings, the economic viability of and potential for retrofit, including reconstruction without additional parking

- The relationship of the City's economic base to its housing and to transportation systems
- Future access to potable water supplies
- The historic character of structures and places within the City
- Methods to control commercial land use intensity and impact on residential areas
- Appropriate locations for mixed residential-commercial development, including generalized mixed use development standards for new development appropriate to each area, and appropriateness and feasibility of conversion of existing office space in older buildings to residential uses
- Role of urban design in the City's residential and commercial areas
- Parking policies and their effect on transportation and land use
- Issues that may arise from evaluation of the Base Conditions Report (infrastructure, land use, etc.).

3.3 Prepare Technical Background Report

Research, analyses, and forecasts completed in the preceding tasks will be consolidated into a *Technical Background Report* that will be used in the formulation of the updated General Plan and incorporated as the "Environmental Setting" section of the EIR. The Report will be prepared in an 8.5" x 11" format and published in black and white, except where color graphics may be necessary to ensure clarity of the information that is presented. To facilitate understandability by all readers, tables, charts, maps, photographs, and illustrations will be extensively used. In addition to hard copies, we will provide the City with the electronic text and GIS files to facilitate subsequent updates and use.

Products

- *Administrative Draft Technical Background Report: one electronic file and five (5) copies*
- *Final Technical Background Report: one electronic file and GIS data layers (copies will be reproduced by the City)*

3.4 Review Baseline Data and Issues with City Council and Planning Commission

EIP will participate in a study session of the City Council and Planning Commission to present the findings of the baseline technical studies. The discussion will focus on developing a common understanding of and concurrence with the key issues that will be the basis for subsequent policy planning, including those previously defined in the GPTC process.

Task 4.0 Prepare Updated Land Use Plan

The General Plan's *Land Use Plan* will be updated and may involve revisions of the land use designations, permitted densities and intensities, and applicable policy regarding character and design of the use to reflect input from the GPTC process. Largely, it is anticipated that most of the existing designations will be retained. Changes will be targeted, such as possible increased heights for commercial properties abutting R-4 zoning and the application of mixed use development. Regarding the latter, a number of important decisions remain to be determined in the planning process, such as specific locations in which it may be permitted and the standards for development (building height and floor area ratios).

Updating the Land Use Plan will encompass the formulation of alternatives, evaluation of these (traffic, land use compatibility, fiscal, and other measures), and selection of a preferred/recommended plan. It may also involve additional public involvement forums, particularly in the confirmation of mixed use locations and development standards.

At the same time, we will work with staff in correlating Land Use Element policy with the Diagram. Contemporary approaches linking use with urban form and community character will be reviewed with staff to determine their usefulness in achieving Beverly Hills' objectives.

4.1 Formulate Alternative Land Use Plans

Alternative land use development plans will be formulated in context of the recommendations of the GPTC's and staff input. As the framework, areas of the City in which existing uses and densities would be maintained and open space preserved will be identified. Areas identified as candidates for re-use or intensification by the GPTCs will be identified and, for each, options for the uses to be accommodated, their densities, and physical design/urban form characteristics will be defined.

For each sub-area or candidate use (e.g., mixed use development), a *Policy Options Discussion Paper* will be prepared that documents pertinent existing conditions, opportunities, and constraints and potential land use alternatives. These will specify development goals and the intended functional role for the area, potential uses, density (units per acre) or intensity (floor area ratio), and any unique design objectives (e.g., pedestrian-oriented commercial or mixed-use/mixed-density residential neighborhood). The development capacity of the alternatives will be calculated, specifying the number of dwelling units (by type), population, commercial square footage, employees, and other pertinent descriptors.

Land use development options will be narratively described and depicted on report, presentation, and GIS base maps. As appropriate, pertinent land use concepts will be illustrated by prototypical site development concept sketches and/or photographs of comparable projects.

Products

- *Land use alternatives discussion papers (one for each sub-area): one electronic file and five (5) copies.*
- *Alternative land use plan maps, narrative description, use table, and illustrative graphics: one camera-ready original and electronic file*

- *Alternative land use plans presentation maps and GIS file (one original for each plan)*

4.2 Evaluate Land Use Alternatives

Alternative land use scenarios will be evaluated for their comparative circulation, environmental, and, as an option of the work program, fiscal impacts. The findings, along with the alternatives, will be reviewed with the public (see below) and Planning Commission and City Council in study sessions. Input received will be used to refine the alternatives and, ultimately, as the basis for the selection of a preferred plan.

4.2.1 Transportation Impacts

Subtask 1: Forecast Future Traffic Conditions

In accordance with city guidelines, the standard approach to traffic studies in the City of Beverly Hills is to utilize the city's TRAFFIX database as the source for cumulative base traffic projections, to which project traffic is then added. Future traffic projections will be developed as follows:

Future base ("no project") conditions

Future base conditions will include background traffic growth and anticipated cumulative developments throughout the city. It is anticipated that the current list of future development projects (cumulative projects) to be used in this study will be provided by the city staff and the TRAFFIX database will be modified to add and/or delete projects accordingly. The TRAFFIX model will also be expanded to include key streets in the northern portion of the city (e.g., north of Santa Monica Boulevard to and beyond the Sunset Boulevard corridor). The updated TRAFFIX database would then be used to develop future base traffic forecast forecasts for use in the study.

The current future analysis year in the TRAFFIX database may need to be modified for this study given the long-term horizon of the land use element, if deemed appropriate in consultation with City staff. If it is determined that the horizon year should be extended, this would be accomplished by extending the background traffic growth factor used in the TRAFFIX model.

Traffic forecasts with project

Traffic forecasts will be prepared for up to three alternative land use scenarios, two for testing during development of the land use element update and the draft land use element for incorporation into the EIR impact analysis. A series of traffic analysis zones will be developed as part of this task. It is anticipated that anticipated land use changes will be provided by the study team to Kaku Associates for use in this task, allocated by traffic analysis zone and by type of land use for various zones throughout the City. Trip generation estimates will be prepared for the land use growth anticipated under the alternative land use scenarios. Future trips will be distributed and assigned to the street system.

The traffic forecasts will first be prepared assuming current trends regarding mode split. For the draft land use element, traffic forecasts will also be prepared for up to two modal alternatives. This will help assess the extent to which increased use of alternative transportation modes, as may be called for under the updated Circulation Element, will help to accommodate future travel demands. This will entail modifying both existing traffic and projected traffic growth to reflect the anticipated effect of Circulation Element policies in encouraging use of alternative modes.

Subtask 2: Traffic Impact Assessment and Mitigation Measures

An assessment will be made of projected operating conditions, and traffic impacts will be identified for each of the land use element scenarios to be quantitatively evaluated. This assessment will concentrate on impacts at the study intersections or roadway links to be identified in Task 1. Levels of service will be projected for the study intersections and/or roadway links. Significance of project impacts will be assessed in accordance with City of Beverly Hills criteria.

Impacts of the proposed project on the regional transportation system will be evaluated in accordance with Transportation Impact Analysis (TIA) requirements of the 2004 Congestion Management Program for Los Angeles County (CMP) (Metropolitan Transportation Authority, 2004). This will include analysis of potential impacts on CMP arterial monitoring intersections and freeway monitoring segments and on the public transit system.

Mitigation measures to alleviate negative traffic impacts thus identified will likely consist of implementation of Circulation Element strategies to encourage use of alternative modes, protect residential neighborhoods, etc. Any unavoidable impacts will be identified.

Subtask 3: Project Alternatives

As discussed in Task 4.2.1 above traffic impacts for the no project alternative and up to three alternative land use scenarios and two modal alternatives will be evaluated fully as part of the tasks described above. As permitted under CEQA, other project alternatives will be evaluated to a lesser extent, consisting of qualitative assessment of potential impacts relative to the proposed project.

Subtask 4: Impact Analysis Documentation

A technical report will be prepared which presents the methodology, results, and recommendations of the transportation impact analysis. The report will be submitted in draft form for review and comment and will be finalized after receipt of comments. The report will be suitable for use as an appendix to the EIR.

4.2.2 Environmental Impacts

Alternative land use scenarios will be reviewed according to their environmental impacts. This will be a generalized “screening” that will quantify impacts by resource topics in a matrix (air pollutants, number of students, parkland demands, etc.). We will focus on the identification of impacts that cannot be readily mitigated or require substantial costs, as well as any “fatal flaws.” EIP will work with City staff in defining acceptable “thresholds of significance” to be used in

this analysis, in consideration of state and federal requirements. This analysis will contribute to the “Alternatives” section of the EIR.

4.2.3 Fiscal and Economic Impacts

Subtask 1: Market Opportunities Analysis

KMA will provide a brief overview of the market characteristics exhibited by the land uses to be evaluated in the City. For residential opportunities KMA will review home prices, sales activity/absorption in the region, current rents achieved and vacancy levels. Sources of this information include a number of private data suppliers. Also brokers active in the region will be contacted, as their insights are invaluable for assessing the current and future market conditions. The commercial analysis will identify general rent levels, vacancy rates, recent transactions and proposed developments. Sources of this information include brokers active in the Area, real estate market reports prepared by real estate service corporations and private data suppliers. Based on the information compiled, KMA will evaluate the strengths and weaknesses embodied by existing uses in the community.

Areas Targeted for Change- Based on the assessment of market conditions, KMA will work with the team to identify alternative land uses for the target areas.

Financial Feasibility Analysis- After completing the market overview, KMA will conduct a financial feasibility analysis for the preferred land uses within the selected sub-areas using a prototypical development model for the recommended land use. For this task, KMA will assist in identifying supportable development scopes.

The fiscal impacts of alternative land use plans will be evaluated. The assessment will measure feasibility, as well as broad indicators of fiscal and financial conditions, to provide a basis for policy development and refinement. This work will be performed by KMA and will reflect the firm’s prior efforts involving revenue and cost forecasting in Beverly Hills. Fiscal outcomes of alternatives, while an important consideration, will be balanced with other evaluation criteria and community values.

The fiscal analysis will address the land use changes for each alternative for each area and show the results separately for each area. The analysis will reflect any variations in the City’s cost to provide services to specific areas of town. It will also model the effects of changing land use intensities as well as the land use mix if that is germane to the General Plan alternatives analysis.

Additionally, the market “reasonableness” of land use options will be assessed. As an example, the economic market support for mixed use (residential and commercial development) in sub-areas of the City would be assessed.

Subtask 2: Assessment of Fiscal Impacts of General Plan Update

KMA will estimate the annual recurring impacts on the City’s General Fund to be generated from the preferred plan for the General Plan and two alternative concepts. Estimates of net impacts will also be developed for each sub-area that is identified as being susceptible to change. The

sub-areas and the alternative land use concepts will be established by the General Plan team and provided to KMA.

Recurring direct City tax revenues and the cost of providing city services will be analyzed. Typical revenues to be evaluated include: sales tax, property tax, transient occupancy tax, intergovernmental subventions, business license fees, and fines and forfeitures. Expenses include: police and fire protection, public works, parks and recreation, and administration expenses. The analysis will reflect any variations in the City's cost structure (as provided by City Staff) to provide services to specific areas of town. To estimate these impacts, KMA will meet with City departments and review the City's existing budget and service costs.

The findings of the fiscal analysis will be presented in a technical memorandum.

4.3 Prepare Alternatives Report

The alternative land use plans for Beverly Hills and analyses of their comparative impacts will be documented. This will include narrative text, tables, plan maps, and illustrative graphics. A draft *Alternative Futures Report* will be distributed for the City staff's review and comment and final version published incorporating revisions reflecting their comments.

The *Alternatives Futures Report* will be posted on the City's Web Page and a summary will be published for distribution to City residents and businesses. It will be written in a highly simplified and visual format to provoke public discussion and interest. Local newspapers will be encouraged to review and highlight the alternatives in articles.

Products

- Alternative Futures Report (draft and final): one electronic file and camera-ready original
- Posting on the General Plan Web Page
- Newsletter: one electronic file and camera-ready original

4.4 Review Alternatives

Alternative land use plans will be reviewed at, Planning Commission and City Council study sessions and in public workshops or other meetings (refer to subsequent sections of the Scope of Services).

4.5 Select Preferred Land Use Plan

During the review of the alternatives, we will facilitate the ranking of the alternatives and selection of a preferred land use. This may represent one of the alternatives or a new option in response to issues and comments that have been raised in the workshops and study sessions. The selected growth and land use concept will provide the basis for the subsequent policy formulation for all updated GP elements.

As the alternatives, the selected plan will be narratively described and depicted on report, presentation, and GIS base maps. The development yield of the selected plan will be calculated including the number of housing units, commercial and industrial building square footage, park and open space acreage, and other pertinent descriptors. The data will be tabulated citywide at the Traffic Analysis Zone (TAZs) level coterminus with City boundaries. Subsequent tasks will formally document and establish policy for the land use concept.

Products

- *Proposed land use plan maps, narrative description, and use table: one camera-ready original and one electronic file*
- *Proposed land use plan presentation map, slides, and GIS file: one camera-ready original and electronic copy*

Task 5.0 Prepare Updated GP Goals, Policies, and Programs

The EIP team will update the existing GP goals, objectives, and policies for all elements to reflect the selected Land Use Plan, GPTC recommendations, and deficiencies identified in Task 2.2. It is recommended that the City consider re-organizing the existing GP according to common topic and theme, rather than the existing elements, to avoid redundancy and maximize its usefulness. Plan text should be simple, avoiding jargon, and extensively use graphics and illustrations to enhance understanding by a wide diversity of users. All GP policies should be linked to one or more implementation programs.

In formulating the updated policies, the following tasks will be conducted:

- a. Review current policies and practices pertaining to the GP topic;
- b. Prepare revisions where the GPTC input was clear and unambiguous;
- c. For topics that were generalized or not discussed, research how other cities are addressing the same issue, state-of-the-art practices, and assess their relevance to and applicability to Beverly Hills. For example, one of the goals of the General Plan policies is to utilize land use strategies that make it easier for people to walk, bicycle or use public transit, thus reducing automobile trips and their related emissions;
- d. Prepare preliminary goals, policies, and programs.

Periodically, EIP will meet with City staff to discuss/"brainstorm" policy options and themes. Administrative drafts of GP policy sections should be submitted by staff to EIP for review. Comments will be provided to staff as the basis for the preparation of the final draft goals, policies, and programs.

5.1 Formulate Preliminary Policies

Principles of environmental sustainability should be incorporated into and inform the GP policies and programs. The following describes the general scope of policy topics to be addressed in the updated GP. It is anticipated that these may be modified or supplemented during the planning

process. They are presented according to the existing structure of elements, which may be modified at the direction of the City (Task 1.2).

5.1.1 Land Use

Policies will be formulated to reflect and provide guidance for the implementation of the selected land use plan map. Components will include:

- a. **Citywide Structure and Distribution.** Policies will be defined regarding the overall structure and distribution of land uses throughout the City. This will differentiate the City's residential neighborhoods, commercial centers and corridors, civic districts, open spaces, street and highway network, and other contributing land uses.
- b. **Land Use Categories.** Existing land use categories will be reviewed for their consistency with GPTC input, effectiveness in achieving overall community objectives, and the selected Land Use Plan. Revisions will be recommended where appropriate. For each land use category, the principally permitted uses, density (units per acre), intensity (floor area ratio), and applicable design and development standards will be specified.
- c. **Land Use Diagram.** A diagram will depict the distribution of land uses, based on the defined use categories, to be permitted throughout the City. This will reflect the selected land use development strategy.
- d. **Community Character Design and Development Characteristics/Prototypes (Option).** As an option of the work program, specific development and design characteristics for each pertinent land use category will be specified. These will address how the design and development of individual parcels can fit together to cumulatively create a distinct place, neighborhood, or district. The characteristics will be written as "guidelines" and illustrated by sketches, concept diagrams, and/or photographs of existing development that exhibit the intended form and character. As an example, guidelines may be defined for pedestrian oriented commercial districts (e.g., siting of buildings along sidewalks/common building walls, streetscape amenities, etc.)
- e. **Development Capacity.** The amount of development that will be permitted for each category of land use will be tabulated.
- f. **Other Land Use Issues.** Policies will be formulated to address other specific land use issues that were identified during the GPTC process, such as preservation of community and residential neighborhood character and code enforcement.

5.1.2 Housing

EIP will review and comment on policies and programs contained in the City's existing Housing Element. As appropriate, these will be modified to reflect the selected Land Use Plan, particularly as it affects the number of new housing units that may be developed in the City and their density and character. The balance of the Housing Element tasks are in the Addendum #1 to this Scope of Work dated June 27, 2006.

5.1.3 Circulation/Mobility

The focus of this task is to develop specific measures in response to the issues and challenges identified in Task I, to identify potential priorities for implementation of these measures, and to refine the description of these measures within the context of regional transportation initiatives that affect the city projects.

Subtask 1: Meet with City Staff and Officials

The needs and challenges identified through the meetings with elected and administrative representatives and relevant agencies in Task I will be reviewed in light of the transportation improvements already planned and/or funded as identified in Task I. Brainstorming sessions will be held, first internally within the project team and then with the staff of the City of Beverly Hills to identify additional transportation improvements that could be undertaken to address issues that would not be met by the baseline improvements. Of particular importance will be the identification of those goals and objectives from the general plan process that will be of relevance to the development of the city's circulation element. These will be used to indicate the direction of the city's philosophy on these subject areas and in the development of policies that direct and define how the circulation element will be implemented. These measures could address needs ranging from improving mobility on major corridors to reducing commuter travel through residential neighborhoods to improving linkages, and could include physical, operational, transportation demand management, intelligent transportation systems, bus or rail transit, and/or multi-modal actions. Specifically in regard to the latter, means to develop system-wide linkages and enhancements and to integrate with already-planned improvements will be investigated.

Urban design considerations for these potential projects and priorities will be identified and evaluated. Issues to be addressed include the identification and evaluation of particular types of improvements such as system linkages and transit-oriented development, and of assessing the urban design implications of transportation improvement projects. Various diagrams and graphic presentation materials would be prepared as needed to assist in the evaluation. If desired by the City staff, specific design projects identified during the process needing more detailed work could be identified for future consideration.

A final review of all issues and challenges identified in Task I will be made to identify any implementation issues that must be addressed with respect to the potential transportation solutions. A key element of previous transportation planning efforts for the city has been the need to coordinate the implementation of transportation improvements with adjacent Westside cities as well as with regional transportation agencies. This is particularly true of potential grade-separated solutions for roadways and transit services that may be considered for the circulation plan. Consistency with long-range regional plans enhances the viability of these improvements especially in terms of funding availability.

Subtask 2: Evaluate Projects and Identify Priorities

The various additional measures identified in Task II.1 will be evaluated to identify potential project/program priorities. A matrix-based approach will be used wherein each project will be

qualitatively assessed in the context of various issues such as potential physical feasibility, institutional viability, cross-border coordination implications, potential benefits, preliminary environmental implications, urban design implications, regional/subregional significance, jurisdictional significance, etc., and advantages and disadvantages of each project will be identified.

A matrix will also be prepared to determine opportunities and constraints for each project as a method to group types of projects without regard to city borders, e.g., regional improvements, transportation systems management, intelligent transportation systems, gap closures, goods movement improvements, etc. Projects will be developed in terms of city goals, objectives and policies, especially as they relate to the general plan, and in relation to federal, state, and regional programs and policies, such as the Transportation Equity Act for the 21st Century (TEA-21) programs, MTA's Long Range Plan, etc.

Based on this evaluation, the projects will be categorized as low, medium, or high priority for short-term or long-term implementation. This evaluation will form the basis for the selection in II.3 of specific measures to be included in the Circulation Element. Of particular interest will be those measures that will require coordination with other jurisdictions and/or consistency with regional transportation plans.

Subtask 3: Develop Circulation Element Projects

The focus of this subtask is to develop a strategic transportation improvement plan that will serve as a guide or roadmap in determining specific projects and identifying potential resources and approaches towards securing these resources. Based on the evaluation of potential projects and priorities in Task II.2, the potential measures will be reviewed and those projects recommended for inclusion in the Circulation Element will be identified. The recommended projects will be listed and mapped and, where appropriate, relevant information will be identified for potential funding within the context of the ongoing planning process used by MTA to fund projects.

The final document will also include a discussion of the appropriate standards and design criteria as well as policies and guidelines to ensure that the implementation of the circulation element will be consistent with the goals and objectives of the general plan and that the transportation needs generated by growth and development in the city, as well as other changes in land use, will be addressed and accommodated.

Subtask 4: Circulation Element Documentation (Policy Document)

In this task, Kaku Associates will provide input to the City of Beverly Hills with documentation of an updated Circulation Element to be developed as part of the project. Input could take the form of preparation of text and graphics, incorporating into a single report the efforts to develop the updated Circulation Element, and assistance with refinement of goals, objectives and policies.

It is expected that the Consultant's role in framing and preparing the document will be clarified over time and flexibility will be required in this scope of work. Kaku Associates is prepared to be flexible and is willing and able to work with city staff to further define, clarify, and refine the scope of work for this task.

5.1.4 Conservation and Open Space (including Historic Resources)

Goals and policies will be reviewed and updated to reflect current issues, legislation, and planning practices, and GPTC input. These will address:

- a. Plant and Animal Resources
- b. Water Resources, Watersheds, and Water Quality
- c. Topography and Hillsides
- d. Visual Resources
- e. Air Quality. Land Use policies for mixed use development that result in reduced vehicle miles traveled and Circulation policies that provide opportunities for use of alternative transportation modes (transit, hybrid fuel vehicles, pedestrian, bicycle, and other) or otherwise reduce demands (e.g., flexible work schedules) would reduce air pollution in the City. These, coupled with the mitigation measures normally incorporated in project EIRs, provide a foundation of air quality policies that may be incorporated into the updated GP.
- f. Energy. Policies for energy conservation may address site development and building design (siting and orientation of buildings, building materials, daylighting, space conditioning, etc.), traffic reduction (see preceding comments), and similar techniques.
- g. Natural Materials. Policies that may be considered focus on opportunities for the reduction of natural materials consumption through the use of alternative materials, waste recycling, efficient packaging, and similar techniques.

5.1.5 Public Safety

Goals and policies will be reviewed and updated to reflect current issues, legislation, and planning practices, the City's adopted Hazard Mitigation Program, and GPTC input. These will address:

- a. Geologic and Seismic Hazards.
- b. Flood Hazards
- d. Fire Hazards
- e. Emergency Preparedness (base on input from the City of Beverly Hills Police and Fire Departments)

5.1.6 Noise

Potential changes to environmental noise that would occur under future conditions with implementation of the updated GP will be assessed. The noise impact analysis will focus on the potential for noise from future traffic growth to adversely affect existing and planned land uses. Projected traffic volumes resulting from buildout of the updated Land Use Plan will be modeled

according to their noise impacts, with contours depicted on the base map. Current noise regulations and policies will be reviewed for their effectiveness. As necessary, supplemental goals and policies will be developed to minimize the potential for land use and noise conflicts and manage noise from existing traffic sources, fixed sources, and temporary activities such as construction.

5.1.7 Implementation Programs

For each policy contained in the updated GP, corresponding action-oriented implementation programs will be specified. This will constitute a “blueprint,” informing the public, decision-makers, developers, and City staff as to the manner in which a policy will be achieved. Preliminarily, they may encompass the following range of actions:

- Regulatory (plans and ordinances)
- Administrative
- Capital improvements
- Financing and budgeting
- Planning and studies
- Community programs
- Inter-jurisdictional coordination
- Joint partnerships with the private sector

Each implementation program will include

- Description of the action
- Responsible entity/agency
- Costs
- Funding source(s)
- Methods to monitor the effectiveness of the program

5.2 Review Policy Options

Updated GP policy options will be presented and input solicited at public meetings and Planning Commission and City Council study sessions.

5.3 Select and Finalize Updated GP Policies

Comments received from the public and Planning Commission and City Council study sessions will be reviewed with the City staff and final draft updated GP policies prepared in consideration of this input.

Task 6.0 Prepare Updated GP Document

A *Draft Updated General Plan for the City of Beverly Hills* will be prepared. A brief overview of existing City conditions, the GPTC recommendations, and goals, policies, and programs for each element will be incorporated. A matrix correlating sections of the Plan with applicable State General Plan legislation and guidelines will be incorporated. The *Technical Background Report* will be published as a separate document and referenced by the updated GP.

An administrative draft will be submitted to City staff and final document published in response to comments received. For the purposes of the budget, it is assumed that the EIP will be responsible for a single iteration of revisions in response to City comments. A contingency will also be established in the budget to provide for additional iterations.

In addition to the full text updated GP, pertinent presentation and GIS maps, illustrative slides, and other materials will be prepared for public display and hearings.

A summary of the draft *Updated General Plan* will be published and distributed to the public as part of the public participation process. It will be written in a generalized and visual format to provoke public discussion and interest. The summary will also be placed on the General Plan Web Site. Local newspapers will be encouraged to review and highlight the summary in articles.

Notices to local, regional, and state agencies responsible for review of the Draft General Plan will be prepared and distributed. Responses will be prepared for comments received from the agencies.

Products

- *Public hearing draft of Updated Beverly Hills General Plan (administrative and final): one camera-ready and one electronic file*
- *Presentation maps: one original of each*
- *GIS files*
- *Summary newsletter, tabloid, or other public documents: one camera-ready and one electronic file*
- *Notices of General Plan publication for relevant local, regional, and state agencies.*
- *Draft responses to comments received from local, regional, and state agencies.*

Task 7.0 Prepare ENVIRONMENTAL IMPACT REPORT

7.1 Project Description, Initial Study (IS), and Notice of Preparation (NOP)

A detailed and comprehensive review of the updated Beverly Hills General Plan will be undertaken to assure complete understanding of the individual components, and any associated potential environmental impacts. The project description for the Program EIR will be submitted to the City for review and approval prior to public distribution of the IS/NOP. The finalized project description will serve as the basis for all environmental analyses in the Program EIR.

The finalized project description will then be used to refine the IS so that an NOP can be sent to the City for public review and comment. The IS/NOP will include the project description, and would be distributed for a 30-day public review and comment period (per CEQA Guideline requirements).

Products

- *Draft Project Description: one camera-ready and one electronic file*
- *IS/NOP (including the project description): one camera-ready and one electronic file*
- *Distribution of the IS/NOP*
- *Conduct a scoping meeting (concurrent with GP Policy Workshop)*

7.2 Screencheck Draft Program EIR

Existing conditions information will be compiled during the preparation of the *GP Technical Background Report* and other existing City documents and other available resources. Additional information will be compiled by contacting public service providers such as utility companies, school districts, emergency service providers, and so on. Using the evaluation of existing conditions, the environmental setting of the City and existing conditions for each environmental issue to be discussed in the Program EIR will be prepared.

The EIR team will work closely with City staff to develop the thresholds for evaluation of environmental impacts. These thresholds will be developed and refined using City of Beverly Hills thresholds of significance, previous similar EIRs, and applicable Federal, State, and local standards. The City's involvement in the determination and staff approval of thresholds is important when considering the level of significance for impacts associated with the proposed updated GP. The Program EIR will utilize the approved thresholds of significance to identify both the direct and indirect impacts of the proposed GP.

To reduce or eliminate any significant adverse impacts identified during the analysis, the Program EIR would recommend appropriate mitigation measures. It is intended that the mitigation measures will be specified early in the planning process as alternatives are identified and evaluated and as policies are formulated in response to key issues that have been identified. In this manner, the updated GP Elements can function as "self-mitigating" documents. However, we recognize that residual impacts may remain for which further mitigation and/or overriding considerations must be established.

The objective of this task is to prepare a comprehensive, accurate, and objective Program EIR for the City in a manner that fully complies with CEQA and the CEQA Guidelines. The Screencheck Draft EIR will include the following sections:

- Table of contents
- Summary of impacts and mitigation measures
- Project description (project objectives, project location, project characteristics, scope of project, and discretionary approvals)

- Effects found not to be significant
- Environmental setting, thresholds of significance, regulatory framework, environmental impacts (short-term, long-term, direct, indirect, and cumulative), and mitigation measures for the following issue areas:
 - Land Use
 - Aesthetics and Visual Resources
 - Biological Resources
 - Cultural and Historic Resources
 - Traffic and Circulation
 - Air Quality
 - Noise
 - Population, Housing, and Employment
 - Geology, Soils, and Seismic
 - Water Resources
 - Public Services including Recreation, and Utilities
 - Hydrology and Water Quality
 - Energy
 - Hazards and Hazardous Materials
 - Mineral Extraction
 - Alternatives (including the No Project Scenario)
 - Unavoidable Adverse Impacts
 - Long-Term Implications (including cumulative, growth-inducing, and significant irreversible environmental impacts)
 - Organizations and Persons Consulted/EIR Preparers
 - References
 - Technical Appendices not included in the TBR

The methodology and criteria used for determining the impacts of the project will be clearly and explicitly described in each section of the Program EIR, including any assumptions, models, or modeling techniques used in the analysis. The Summary section of the Program EIR will be in table format, and will briefly describe the impacts, level of significance of impacts, recommended mitigation measures, and level of significance after the recommended mitigation measures are incorporated.

Product

Screencheck Draft Program EIR: one camera-ready and one electronic file

7.3 Draft Program EIR

Upon City approval of the Screencheck Draft Program EIR, the document will be modified, in close coordination with City staff, into a Draft Program EIR for public distribution and review. EIP will prepare the Notice of Completion (NOC) for submittal of the Draft Program EIR to the State Clearinghouse (SCH).

Products

- *Draft Program EIR: one camera-ready and one electronic file*
- *Notice of Completion: one camera-ready and one electronic file*

7.4 Response to Comments

This task will result in the preparation of an Administrative Final Program EIR, which will contain a list of commenter's, comment letters, and responses to comments on the Draft Program EIR. The City's project coordinator will compile and transmit all written comments on the Draft Program EIR to EIP as one unified set of comments. EIP will confer with City staff to review written comments on the Draft Program EIR, including comments from public meetings and hearings, to develop a general strategy for preparation of responses. The format of the Final Program EIR will be as a stand-alone document including responses to comments on the Draft Program EIR. It is suggested that the Draft Program EIR text be marked with strikeout/underline formatting to show revisions in response to comments until the Final Program EIR is adopted with the certified language.

The Administrative Final Program EIR will be submitted to City staff for review and comment. Responses that are within this proposal's scope of work and budget consist of explanations, elaborations, or clarifications of the data contained in the Draft Program EIR. If new analysis, issues, alternatives, or substantial project changes need to be addressed, or if the effort exceeds the budgeted amount because of the number or complexity of responses, a contract amendment may be required. In lieu of a contract amendment, time required for response to comments could be charged on a time and materials basis per EIP's professional fee schedule.

Product

Response to Comments Administrative Final Program EIR: one camera-ready original and one electronic file

7.5 Final Program EIR

The objective of this task is to prepare a Final Program EIR that incorporates City comments on the Administrative Final Program EIR (Response to Comments). EIP will obtain one unified set of comments from the City's Project Coordinator on the Administrative Final Program EIR (Response to Comments). EIP will revise the Administrative Final Program EIR (Response to

Comments) and produce a Final Program EIR. The Final Program EIR will be submitted to the City for distribution fifteen days prior to the Program EIR certification hearing. It is assumed that EIP will prepare the Notice of Determination (NOD) and the City will file it with the County Clerk and the State Office of Planning and Research. As with all notices, it is assumed that the City will be responsible for all filing fees.

Products

- *Final Program EIR: one camera-ready original and one electronic file*
- *Certified Final Program EIR: one camera-ready original and one electronic file*
- *Notice of Determination: one camera-ready original and one electronic file*

7.6 Mitigation Monitoring Program

The objective of this task is to ensure compliance with Public Resources Code Section 21081.6, as mandated by Assembly Bill 3180 (Cortese 1988), which requires a Lead Agency to adopt a mitigation monitoring program (MMP) at the time an EIR is certified. EIP will prepare a draft MMP concurrently with the preparation of the Administrative Final EIR. To the extent possible, the General Plan will be self-mitigating. The MMP will include measures required beyond policies proposed in the General Plan.

The MMP will be in table format, and will specify mitigation measures, standards of success, parties responsible for implementation and monitoring, funding sources, timing, and provisions for remedial measures (if the success standards are not achieved). The MMP will be designed to fit into the City's existing entitlement and project review process. A Draft MMP will be provided to the City with the Administrative Final Program EIR. After review and comment on the Draft MMP, EIP will revise the MMP, according to the comments provided, and will submit the Final MMP to the City with the Final Program EIR.

Products

- *Draft Mitigation Monitoring Plan: one camera-ready original and one electronic file*
- *Final Mitigation Monitoring Plan: one camera-ready original and one electronic file*

**ADDENDUM TO SCOPE OF SERVICES #1
Addendum to Section 5.1.2 of Scope of Work for
Beverly Hills General Plan Update
June 27, 2006**

2008 - 2013 Housing Element Scope of Work

Task A. Project Initiation

This task involves several steps that are necessary for EIP to begin work on the updated Housing Element. These steps include an initial kick-off meeting with City staff to confirm project objectives and expectations and to establish protocols for the administration and ongoing

coordination of the project. These steps include a review of the project scope and objectives as well as procedures for ongoing communication between the City and EIP's Project Managers.

Task 1.0 Create Housing Element Needs Assessment

EIP will prepare a Housing Needs Assessment for the updated 2008 – 2013 Housing Element. State law requires that a Housing Element must contain a thorough needs assessment which describes and analyzes how the various characteristics and trends of the City's population, households, housing market, and other factors interact and shape current and future housing needs. The Assessment has four major components as described below: Community Profile, Constraints Analysis, and Resources Analysis.

1A. Community Profile: The Community Profile reviews demographic trends, housing characteristics, and special needs groups to identify and determine the extent of housing need. A significant proportion of the data needs required by HCD for the Community Profile has already been completed as part of the General Plan Technical Background Report (TBR) and the Beverly Hills 1998-2005 Housing Element. EIP will review these two documents and will update and supplement these data sources as necessary to provide more current information and respond to specific HCD requirements, including updating the 2005 rental survey and the 2004 single family house and condominium sales information in the TBR. Examples of additional data sources include State Department of Finance information, Dataquick sales data, recent rental rates, and building construction information. The Community Profile will include:

- a) *Population and Household Characteristics.* Population and household characteristics help reveal the demand for different types of housing in the community. EIP will analyze and provide a discussion on population growth trends, age distribution, race/ethnicity, household size and composition, employment and occupations, household income, overcrowding, special needs groups such as seniors, large families, single-headed households, the disabled, the homeless, farmworkers, and low and moderate income households among other items.
- b) *Housing Characteristics.* The Housing Characteristics will analyze the City's housing inventory and the extent to which community needs are met. EIP will analyze and evaluate building permit trends, housing mix, tenure and vacancy rates, rental rates and sales prices, housing age and condition, and neighborhood quality among other items.
- c) *Inventory of Publicly Assisted Housing.* Publicly assisted housing provides a substantial amount of affordable housing for residents. The profile will provide an inventory of publicly assisted housing in the City. EIP will analyze the risk of publicly assisted affordable housing converting to non-low-income uses by June 30, 2016 due to the termination of subsidy contracts, mortgage prepayment, or expiration of affordable use restrictions. Where projects are identified as "at risk", EIP will prepare the following analysis:
 - 1) Costs of preserving and/or replacing the units
 - 2) Resources for preserving and/or replacing the units
 - 3) Quantified objectives for units at risk to be preserved
 - 4) Programs for preserving and/or replacing units at risk

1B. Constraints Analysis

This section will address the potential and actual policies, standards, requirements and actions at the local level that affect the maintenance, improvement or development of housing (at all income levels) and for persons with disabilities as per SB 520. Both governmental constraints and nongovernmental constraints will be addressed in this section including zoning code regulations, site improvement fees, exactions on developers, and local permit processing and various environmental and infrastructure constraints. Since the SCAG Regional Housing Needs Allocation will not be completed during the timeframe this Housing Element is being prepared, EIP will prepare an estimate of the City's RHNA allocation using the California Department of Finance's annual population and housing estimates, as well as the most current Regional Transportation Projections from SCAG.

1C. Develop Resource Analysis

We will evaluate the availability of vacant and underutilized land, financial resources, and administrative resources for future residential development, anticipating sites and strategies to meet the City's estimated RHNA allocation. The City's inventory of vacant residential land is extremely limited, and thus underutilized land will be likely be an important component of how to address future housing needs.

The Resource analysis will summarize the City's current programs addressing second units, rehabilitation of housing, rent control regulations, and preserving affordable multi-family rentals at-risk of conversion.

The Resource Analysis will evaluate the applicability of available federal and State assistance programs to the Beverly Hills housing market.

Task 2.0 Prepare Housing Plan

2A. Evaluation of Past Accomplishments and Potential Housing Programs

EIP will work with City staff to determine the extent to which the City has achieved housing goals established in the 1998-2005 Housing Element. This assessment will include discussion of the resources and programs committed to achieve these goals and how the programs can be modified to achieve the goal and/or whether the goal itself should be modified. EIP will prepare in tabular format a comparison of the City's goals in the 2000-2005 Housing Element relative to its achievement of those goals and the program changes necessary to achieve the goals that have not been met.

As the City is particularly challenged with high land values, limited vacant land, lack of a Redevelopment Agency, limited City owned-properties, and limited affordable housing financial resources, a portion of this task will be to provide a "menu" of housing program options that have been explored in communities with a similar profile of land and property values, lack of vacant land and no financial resources dedicated to affordable housing. Examples of housing

programs that may be considered include Commercial Linkage Fee Programs, Inclusionary Housing options, Second Unit income restrictions, and others.

2B / 2C. Development of Goals, Policies and Programs

EIP will prepare housing goals, policies, and implementation programs to address the City's general housing needs and the needs of its special populations. This task will involve a comprehensive review of the goals, policies, and implementation programs in the 1998-2005 Housing Element and will include recommendations for modifying, replacing, or adding to existing goals objectives and implementation programs as based on our research of other successful housing programs within similar communities to Beverly Hills.

The draft Housing Plan will be a combination of existing or modified City programs, additional programs that must be included to comply with State law, and new programs desired by the City. Each housing program will include measurable objectives, targeted timelines, financial resources, and the agency responsible for program implementation. The draft City Policy Plan will achieve the following goals:

- Identifies the availability of sites for a variety of housing types to meet the City's diverse housing needs and RHNA goals.
- Contains programs to assist in the development, maintenance, improvement, and preservation of adequate housing for all economic and social segments
- Addresses and, where appropriate, mitigates the governmental constraints on the maintenance, improvement, and development of housing
- Ensures that adequate housing opportunities are available for all persons regardless of protected status
- Achieves internal consistency with the Land Use Element of the General Plan and other City policy documents.

Task 3.0 Community Participation Plan

3A. Community Workshops

Based upon discussions with City staff regarding the objectives and strategy for community participation, EIP will prepare for and conduct up to two (2) community workshops as directed by City staff. The primary purpose of the workshops is to advise the public about the Housing Element, its purpose, the update process and timeframe, and to provide an opportunity to provide input into development of the Element. The workshop will provide an opportunity to receive public input regarding housing issues, housing needs and other housing concerns. If staff prefers, one of the Workshops could be a targeted for a round table discussion with local developers and non-profit housing organizations that specialize in affordable and/or infill housing or mixed-use projects. Results from this workshop will provide insight on potential opportunities and/or programs that the City may pursue to develop appropriate regulatory and financial assistance to facilitate affordable housing development within key areas of the community. A summary of the Community Workshop or Developers Workshop will inform the programs and needs analysis

contained in the draft Housing Element. EIP will develop an interactive presentation that draws input from the participants. EIP will provide all the presentation materials for the meeting, including PowerPoint presentations and presentation boards, and will provide a written summary of the comments received.

3B. Planning Commission and City Council Workshops or Study Sessions on the Draft Housing Element

We have defined a separate public review process for the Housing Element from other Elements of the General Plan. This is necessary in order to achieve specific input from the Planning Commission and City Council for the development of housing policies and programs and to respond to the unique timeline and State review that the Housing Element requires. We propose a series of study sessions and public hearings with the Planning Commission and the City Council. One set of study sessions will be completed prior to conducting first set of Community Workshops and one set of study sessions and public hearings will be completed prior to sending the Draft Housing Element to the Department of Housing and Community Development for formal review and comment.

Planning Commission Study Session

EIP will conduct two study sessions with the Planning Commission to provide a detailed overview of the draft Housing Element and seek policy direction for the inclusion, deletion, or modification of policies and programs including potential housing programs developed as part of Task 2A. The first Planning Commission Workshop will occur prior to the Community Workshop and the second will follow the Community Workshop. We anticipate the Planning Commission will focus primarily on fundamental land use and zoning issues. EIP will prepare an agenda and the necessary presentation materials for the workshop/study sessions. We assume that the City will make all arrangements and prepare noticing for the meetings.

City Council Study Session

Following the Planning Commission study session, we will conduct a study session with the City Council that provides a detailed overview of the draft Housing Element and seeks policy direction for the inclusion, deletion, or modification of policies and programs and the recommendations made by the Planning Commission. We anticipate that the City Council will focus on how the Housing Element is consistent with the City's overall vision, goals and priorities. EIP will prepare an agenda and the presentation materials for the study session. We assume that City staff will make arrangements and prepare noticing for the meetings.

State Agency Review (HCD)

HCD Review and response to comments are not included in this scope of work.

Task 4.0 Planning Commission and City Council Public Hearing to Adopt the Housing Element

The final task will be to present the draft Housing Element to City Council for Adoption. We have budgeted one public hearing with the Planning Commission and one public hearing with the

City Council. EIP staff will provide a policy level overview of the Housing Element, focusing on revisions since the initial draft was submitted. We assume that City staff will make all arrangements and noticing for the public hearings.

ADDENDUM TO SCOPE OF SERVICES #2
Beverly Hills General Plan Update
Economic Development Study

Task 1 Project Orientation Meeting with City Staff

[All firms participate]

Task 2 Meeting with Chamber of Commerce Representatives

[EIP and KMA]

Conduct a meeting with representatives of the Chamber of Commerce for input regarding their perceptions of the City's key businesses, state of the economy, and obstacles affecting business retention and attraction. Comments will be summarized and distributed to City staff and all team members.

Task 3 Identify Economic Development Vision and Contributing Industries/Businesses

[All team members]

Conduct a meeting with City staff to define the vision for Beverly Hills' long-term economic structure. This should express intentions for the City's role in the regional economy, relationship between business activity and the scale and types of resident services, and the types of businesses that comply with that vision. Additionally, key obstacles that inhibit the City's ability to retain and attract these industries will be identified. This will be structured as a "brainstorming" session that will build on the prior experience of the consultant team in the Beverly Hills and the region, with no original research. Overarching visions and goals will be documented in a summary report. Prior to the meeting, pertinent existing studies that may inform the vision would be identified by the consultant team and distributed to City staff and other team members.

Task 4 Prepare Economic Development "White Paper"

[Initial draft prepared by KMA, with MUNISERVICES and EIP review and comments]

A "white paper" will be prepared to document the consultant team's understanding of the overarching economic development issues facing the City in consideration of the draft defined vision and studies that have previously been completed. This will be distributed to the Planning Commission and City Council for their review and placed on the City's Web Page.

Task 5 Confirm Economic Vision with Planning Commission and City Council

[All team members]

A study session will be conducted with the Planning Commission and City Council to review the Economic Development White Paper and comment on the draft Economic Vision and Goals. Members of the Chamber of Commerce and general public will be invited to attend and provide comments.

Task 6 Refinement of Economic Issues-Research and Analysis

Research will be conducted to confirm key economic issues that have been identified in previous studies. These would include:

- a. Analysis of existing City fiscal conditions, defining municipal revenues and costs under the general and capital projects funds over the past two business cycles, and historic trends in major fiscal items. This is intended to be prepared with considerable input from City Finance staff. Extensive original research is not anticipated. *[MUNISERVICES responsibility]*
 - (1) Fiscal trend analysis: Analyze trends in major City revenues and costs (for general and capital projects funds only) over the historical period for which electronic City finance data is available (since FY 89-90). Explain how the City has adjusted fiscally to past downturns. Scope includes up to 3 meetings with City Finance staff to discuss data, reporting inconsistencies and prior fiscal adjustments.
 - (2) Fiscal/land use analysis:
 - (a) Revenues: Calculate, analyze and report existing revenue contribution by major land use category (such as office, retail, residential single-family, residential multi-family, hotel, medical office, auto dealers, other, and outside-City). Land uses to be analyzed will be confirmed in Task 1.
 - (b) Costs: Calculate, analyze and report existing City service costs by major land use category. Consultant's ability to estimate costs for separate non-residential categories (as defined in Task 1) may be limited by data constraints. This includes interviews and analysis of the users and demand for key public works, recreation/parks and library services. It is assumed that City service levels will remain constant for the analytical period.
- b. Analysis of any potential funding gaps in future years; given projections of current trends in major revenue and cost items, at the existing level of services. *[MUNISERVICES responsibility]*
 - (1) Fiscal projections: project future growth in major City revenues and costs (for general and capital projects funds only) based on recent trends and existing credible projections. Scope includes one meeting with City Finance staff to discuss projections.

- (2) Fiscal gap analysis: Analyze potential for a structural budget deficit based on the projections above. If a potential gap is identified, analyze potential extent and timing of fiscal gap.
- c. Analysis/general discussion of fiscal adjustments and policy options that may be necessary to maintain balanced budget if the current trends and anticipated funding gap occur (e.g., attraction and retention of critical business types, new fees and taxes, prioritization of community services, deferred capital improvements and facility maintenance, reduction of services, and comparable actions). *[MUNISERVICES responsibility, with KMA review]*
- d. Economic factors affecting business retention and growth. *[MUNISERVICES responsibility, with KMA review]*

(1) Review updated economic profile content (being prepared under separate contract)

- (a) Economic growth analysis: analyze growth trends for industries of consequence to Beverly Hills at the local, metropolitan and national levels
 - (b) Update industry trends and complementary business analysis.
 - (c) Identify the City's key existing businesses.
 - (d) Competitor area growth analysis: update analysis of sales growth in competitor retail areas, update analysis of commercial real estate demand and occupancy growth trends
- (2) Target industry analysis: Analyze industries for conformity with Economic Vision and report the results.
- (3) Business relocations: describe turnover in business occupants in the last 3-5 years for the types of businesses confirmed in Task 1 based on available information, interview economic development staff at City and Chamber, and analyze and report contributing factors

Note: certain research items duplicate (partly or entirely) the anticipated scope of the MuniServices' Economic Profile Update project. The contract for such services has not been prepared, and the scope is not defined. A credit of up to \$20,000 for Task 6 has been subtracted from the budget for this work.

- e. "Summary of Findings Report"—Document findings pertaining to municipal costs, revenues, funding gap, and implications for the delivery of services to the City's residents in the future. *[MUNISERVICES responsibility, with KMA review]*

Optional task: Blue Ribbon Committee to review and comment on findings. The meeting would be televised to maximize awareness of the City's residents. *[MUNISERVICES responsibility]*

Prospective Panelists: Ideally, there would be 3 panelists corresponding to 3 key areas of expertise: economic projections (macroeconomics), fiscal realities (public finance) and land use economics (real estate economics).

Task 7 Commercial Real Estate Economic Analysis

[KMA responsibility]

- a. Based on the industry trends described in Task 6, identify the physical needs (building area, floor plates), requirements for co-location with supporting businesses and services, and land prices and values.
- b. Building supply trends—ability of existing building supply to meet the needs of existing and potential businesses from desired sectors.
- c. Growth capacity and growth prospects in Beverly Hills and competitor areas.
- d. Identify obstacles to retain existing and attract desired businesses to the City. This will document the constraints imposed by existing land values, parcel size, ability to acquire land for new or expanded development, development regulations (e.g., building heights), and other relevant factors.
- e. Summary report will be placed on the City's Web Page.

Task 8 Identify Policy Options (input for General Plan Land Use Element) *[EIP responsibility, with KMA review]*

To meet the physical need to the targeted industries, potential modification of existing land use policy strategies will be identified.

Task 9 Confirm Economic Vision and Goals and Review Policy Options with Planning Commission and City Council [All team members]

ADDENDUM T#3 TO SCOPE OF SERVICES

City of Beverly Hills

GENERAL PLAN UPDATE AND SUSTAINABILITY MASTER PLAN

The following describes CONSULTANT's addendum to the scope of services for an updated General Plan and EIR. This work effort builds upon and supplements our current General Plan and EIR work to include the addition of a Sustainability Master Plan, a General Plan Summary, and reorganization of the updated General Plan into related topical areas rather than the traditional seven elements as originally scoped. The addendum reflects increased labor costs since initiation of the initial contract with CONSULTANT in November 2004, as well as additional project management and public meetings. This addendum will cover work by CONSULTANT to complete a comprehensive update of the General Plan and EIR, as described below as a supplement to the initial scope of work, which shall remain in force except as modified below.

Task 1 Community Development and Conservation

This chapter consolidates the proposed Land Use Plan with other topical areas of the General Plan most relevant to a cohesive development framework including land use categories, development intensity standards, and design guidelines. Policies in this element will be crafted to preserve community character by focusing on the uniqueness of the City's various districts, nodes, and corridors. These policies will address community conservation, transitional development, and development sustainability for land use, historic and cultural resources. This element addresses the key topical areas of land use, community design, historic and cultural resources, economic development and housing.

Task 2 Infrastructure and Public Services

This chapter consolidates the City's major infrastructure and public facilities into a framework for the maintenance and upgrade of its primary capital facilities and services in response to the growth and development anticipated over the 20+ year horizon of the General Plan. This chapter includes the City's circulation (mobility) systems which address the movement of people and goods in the community; utility services including water, sewer, and storm drains; civic and cultural facilities and services; recreational facilities and social programs; as well as educational programs for life long learning in the community including City support of public education and joint use of public educational facilities and programs for residents.

Completion of this Chapter includes additional technical analysis of the traffic for a final land use alternative will be required prior to completion of the EIR. The traffic consultant will also need to prepare draft policies and implementation measure for sustainable approaches to design, construction, and management of the City's mobility infrastructure and services. This task also includes funding for the traffic consultant to attend Planning Commission and City Council public hearings and study sessions as required by City staff.

Task 3 Natural Resource Conservation

This chapter will address the City's requirements for open space as well its other natural resources including air quality, mineral resources, water quality, and energy conservation. Policies will be developed to respond to AB 32 adopted by the State legislature and corresponding efforts by the State Attorney General to assure that local governments include strategies for greenhouse gas reduction in their updated General Plans.

Task 4 Community Safety

The Community Safety chapter will consolidate the City's plans to address natural and man made disasters and hazards including, fire, floods, geologic and seismic hazards, hazardous materials, noise and disaster preparedness. The policies in this element will be coordinated with City public safety staff to assure that they represent the most current resources available in the City for implementation. Again, these programs will be coordinated with the City's efforts to reduce greenhouse gases while assuring public health, safety, and well-being.

Task 5 General Plan & General Plan Summary

Using the organizing structure and template prepared by CONSULTANT and agreed upon by City staff, CONSULTANT will work from the draft policies completed for each chapter of the General Plan as described above to develop a draft updated General Plan to serve as a persuasive tool to achieve the City's visions. To this end, preparation of the draft general plan will include development of a pro-active and supportable program of implementation actions. For each updated General Plan policy, one or more action-oriented implementation measures will be specified. This will constitute a "blueprint," informing the public, decision-makers, developers, and City staff as to the manner in which a policy will be achieved.

Each implementation program will include the following:

- i Description of the action
- i Responsible entity
- i Funding source(s), as appropriate

An Administrative Draft General Plan will be prepared integrating the goals, policies, and implementation programs developed in preceding work tasks. The Administrative Draft will be prepared in formats agreed upon in earlier work tasks and submitted for City staff review and comment. Based on the comments from staff, a second draft updated General Plan, will be prepared and submitted for final City review, and a final General Plan following City Council adoption.

CONSULTANT will also prepare a summary of the updated General Plan that can be reproduced and published for public review. It would be written in highly simplified and visual format to promote public discussion and interest. This publication will "tell the story" of the General Plan: what it is, how it will affect residents' lives, what will change, how neighborhoods will be protected, how new development will complement and benefit the community, how resources

will be protected, how the community will remain a safe place to live, and so on. The summary could be posted on the General Plan website and will be suitable as a handout or mailer as directed by the City staff. CONSULTANT staff will create the draft General Plan summary that provides an overview of key components of the plan including the sections, major policy direction, and the land use plan.

Task 6 Environmental Impact Report

The EIR tasks described below include underlining to highlight the areas of change to the existing EIR work scope.

Project Description, Initial Study (IS), and Notice of Preparation (NOP)

A detailed and comprehensive review of the updated Beverly Hills General Plan will be undertaken to assure complete understanding of the individual components, and any associated potential environmental impacts. The project description for the Program EIR will be submitted to the City for review and approval prior to public distribution of the IS/NOP. The finalized project description will serve as the basis for all environmental analyses in the Program EIR.

The finalized project description will then be used to refine the IS so that an NOP can be sent to the City for public review and comment. The IS/NOP will include the project description, and would be distributed for a 30-day public review and comment period (per CEQA Guideline requirements).

The public scoping meeting was not included in the cost estimate for this task. It includes preparation and attendance at the City scoping meeting. CONSULTANT was requested to provide the CEQA presenter, transportation consultant, as well as two additional staff. Typically, CONSULTANT would provide a CEQA presenter for this meeting. Materials (oversized boards) for the meeting are also being provided.

Screencheck Draft Program EIR

Existing conditions information will be compiled during the preparation of the GP Technical Background Report and other existing City documents and other available resources. Additional information will be compiled by contacting public service providers such as utility companies, school districts, emergency service providers, and so on. Using the evaluation of existing conditions, the environmental setting of the City and existing conditions for each environmental issue to be discussed in the Program EIR will be prepared.

The EIR team will work closely with City staff to develop the thresholds for evaluation of environmental impacts. These thresholds will be developed and refined using City of Beverly Hills thresholds of significance, previous similar EIRs, and applicable Federal, State, and local standards. The City's involvement in the determination and staff approval of thresholds is important when considering the level of significance for impacts associated with the proposed updated GP. The Program EIR will utilize the approved thresholds of significance to identify both the direct and indirect impacts of the proposed GP.

To reduce or eliminate any significant adverse impacts identified during the analysis, the Program EIR would recommend appropriate mitigation measures. It is intended that the mitigation measures will be specified early in the planning process as alternatives are identified and evaluated and as policies are formulated in response to key issues that have been identified. In this manner, the updated GP Elements can function as “self-mitigating” documents. However, we recognize that residual impacts may remain for which further mitigation and/or overriding considerations must be established.

The objective of this task is to prepare a comprehensive, accurate, and objective Program EIR for the City in a manner that fully complies with CEQA and the CEQA Guidelines. The methodology and criteria used for determining the impacts of the project will be clearly and explicitly described in each section of the Program EIR, including any assumptions, models, or modeling techniques used in the analysis.

Since approval of the project contract, and publication of the TBR, some methodological changes have occurred within certain issue areas. This will require some additional hours to ensure that the TBR is accurate and usable. For example, with regard to the analysis of air quality, the following has occurred:

- The SCAQMD 2003 AQMP is no longer the current operating document for the Basin. It has been updated to the 2007 AQMP.
- More meteorological data has become available for the area.
- The regional air quality data in Table 5.5-1 is old and incomplete. Two more years of data are now available and a third year's worth of data (2007) should be posted by the ARB at any time. There are also several criteria pollutants that are not listed in this table which will need to be addressed within the analysis.
- The attainment status for the Basin has changed and will need to be updated.
- The Draft MATES-III Air Toxics study was released in January 2008. The TBR is citing MATES-II. This discussion should probably be updated to MATES-III.
- The Summary section of the Program EIR will be in table format, and will briefly describe the impacts, level of significance of impacts, recommended mitigation measures, and level of significance after the recommended mitigation measures are incorporated.
- Product
- Screencheck Draft Program EIR: one camera-ready and one electronic file
- Update of the TBR data in the Draft Program EIR as necessary

Draft Program EIR

Upon City approval of the Screencheck Draft Program EIR, the document will be modified, in close coordination with City staff, into a Draft Program EIR for public distribution and review. EIP will prepare the Notice of Completion (NOC) for submittal of the Draft Program EIR to the State Clearinghouse (SCH).

Due primarily to the aggressive schedule for this project as well as the limited resources of City staff, it is likely that CONSULTANT will need to reconcile several commented-upon screencheck documents. Depending upon the number and type of comments, this may also include a meeting with City staff to resolve differences in opinion.

The scope of work only provides for one review of the DEIR by City staff. CONSULTANT recognizes that with the aggressive schedule, evolving GPU policy process, City staff will want to review CONSULTANT revisions and make some final refinements. This additional round of review will allow City staff to approve the text prior to publication.

Products

- Pre-Press Draft Program EIR one camera-ready and one electronic file
- Draft Program EIR: one camera-ready and one electronic file
- Notice of Completion: one camera-ready and one electronic file

Response to Comments

This task will result in the preparation of an Administrative Final Program EIR, which will contain a list of commenters, comment letters, and responses to comments on the Draft Program EIR. The City's project coordinator will compile and transmit all written comments on the Draft Program EIR to EIP as one unified set of comments. EIP will confer with City staff to review written comments on the Draft Program EIR, including comments from public meetings and hearings, to develop a general strategy for preparation of responses. The format of the Final Program EIR will be as a stand-alone document including responses to comments on the Draft Program EIR. It is suggested that the Draft Program EIR text be marked with strikeout/underline formatting to show revisions in response to comments until the Final Program EIR is adopted with the certified language.

To address the abbreviated timeframe available to prepare and publish the Final EIR, CONSULTANT can offer several solutions:

1. Provide analysis of four issues areas that are likely to be identified by the public as comments on the Draft EIR
2. Traffic will likely involve several (four) topical responses, and these can be provided early in consultation with the city
3. CONSULTANT will respond to comments as they come in rather than waiting until all comments have been received.

The Administrative Final Program EIR will be submitted to City staff for review and comment. Responses that are within this proposal's scope of work and budget consist of explanations, elaborations, or clarifications of the data contained in the Draft Program EIR. If new analysis, issues, alternatives, or substantial project changes need to be addressed, or if the effort exceeds the budgeted amount because of the number or complexity of responses, a contract amendment

may be required. In lieu of a contract amendment, time required for response to comments could be charged on a time and materials basis per CONSULTANT's professional fee schedule.

Product

- Four topic master responses for general
- Four topic master responses for transportation
- Preliminary responses document at conclusion of Public Comment Period
- Response to Comments/Administrative Final Program EIR: one camera-ready original and one electronic file

Final Program EIR

The objective of this task is to prepare a Final Program EIR that incorporates City comments on the Administrative Final Program EIR (Response to Comments). EIP will obtain one unified set of comments from the City's Project Coordinator on the Administrative Final Program EIR (Response to Comments).

Due primarily to the aggressive schedule for this project as well as the limited resources of City staff, it is likely that CONSULTANT will need to reconcile several commented-upon screencheck documents. Depending upon the number and type of comments, this may also include a meeting with City staff to resolve differences in opinion.

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Products

- Final Program EIR: one camera-ready original and one electronic file
- Certified Final Program EIR: one camera-ready original and one electronic file
- Notice of Determination: one camera-ready original and one electronic file

Meeting Preparation, Meeting Attendance, and Project Management

The objective of these tasks are to provide separate funds for meeting preparation, attendance and project management of the EIR portion of this project. While these items have been called out as part of the overall project scope, no line items have been made available for the EIR effort. These tasks assume that there will be four future meetings that will require planning, attendance, and materials.

In addition, due to the aggressive schedule that has evolved for the EIR component of this project, an equally aggressive project management approach is required. This ensures that the

EIR team is up to speed on the GPU process, that the team is fully informed as to project changes, and that the project team can respond to City requests during a short project duration.

Products

- Meeting minutes (action items)
- Meeting materials

Mitigation Monitoring Program (“MMP”)

The objective of this task is to ensure compliance with Public Resources Code Section 21081.6, as mandated by Assembly Bill 3180 (Cortese 1988), which requires a Lead Agency to adopt a mitigation monitoring program (MMP) at the time an EIR is certified. EIP will prepare a draft MMP concurrently with the preparation of the Administrative Final EIR. To the extent possible, the General Plan will be self-mitigating. The MMP will include measures required beyond policies proposed in the General Plan.

The MMP will be in table format, and will specify mitigation measures, standards of success, parties responsible for implementation and monitoring, funding sources, timing, and provisions for remedial measures (if the success standards are not achieved). The MMP will be designed to fit into the City’s existing entitlement and project review process. A Draft MMP will be provided to the City with the Administrative Final Program EIR. After review and comment on the Draft MMP, EIP will revise the MMP, according to the comments provided, and will submit the Final MMP to the City with the Final Program EIR.

Products

- Draft Mitigation Monitoring Plan: one camera-ready original and one electronic file
- Final Mitigation Monitoring Plan: one camera-ready original and one electronic file

Task 7 Public Workshop

As directed by City staff, CONSULTANT will design and facilitate a community workshop to provide the opportunity for comment on policy directions for all elements of the updated General Plan. It will be structured as a half-day “open house” allowing participants to rotate on their own schedule among “topic stations” in which they are interested. These will be organized to address key issues such as traffic, recreation, education, sustainability and global warming, growth management, and economic development. Periodically, public input will be summarized and posted for public review.

CONSULTANT will collaborate with the City in implementing an outreach program to advertise and attract participation in the workshop. This will encompass and supplement, as necessary, the approaches successfully used in previous workshops. (e.g., flyers, notices, webpage, personal networking, and other).

We will also prepare an agenda, presentations, handouts, exhibits, and other materials for the workshop and assume that the City will be responsible for a venue, facilities, and refreshments,

as described for previous workshops. We also anticipate the need to employ staff as small group facilitators and will conduct a training session in advance of the workshop. Workshop input will be documented, posted on the City's General Plan webpage, and presented to Planning Commission and City Council for their consideration of the updated General Plan.

Task 8 Public Hearings – General Plan and EIR Adoption

This task includes CONSULTANT team participation in up to eight (8) Planning Commission and/or City Council study sessions and/or public hearings to present the Draft General Plan and EIR and respond to public and Commission comments and questions. We will document Commission recommendations in report to be distributed to the City Council, noting goal, policy, and program changes by strikeout and underline text.

Task 9 Sustainability Master Plan

Sustainability and green building have become an increasing focus for local governments for several reasons, including the adoption of AB 32, the Global Warming Solutions Act. CONSULTANT will prepare a Sustainability Master Plan concurrent with updating the City's General Plan. The Master Plan will be independent of the General Plan and much broader in scope as a means to address a broader range of issues than is covered in the general plan including economic and fiscal sustainability, as well as sustainable approaches for the design, operation, and maintenance of City facilities and infrastructure.

Sustainability, defined by the United Nations as meeting the needs of the present without compromising the ability of future generations to meet their own need, presents an opportunity for cities to take a comprehensive approach to community & environmental issues. It is a tool to frame general plan themes, and can be used to integrate environmental goals & objectives into day to day City operations.

Green building, particularly as defined by the LEED (Leadership in Energy and Environmental Design) green building ratings systems, provides a process through which development projects can systematically minimize buildings' impacts on both the environment and their occupants.

A Sustainability Master plan will be developed through working with the City and community to identify appropriate goals and priorities, often expressed as quality of life goals, which are then implemented through specific programs and evaluated through baseline data and out year numeric targets.

Some sustainability program elements, such as those for City operations, are outside the traditional general plan scope of work. However, they can be framed and integrated through goals in the general plan.

To achieve these objectives, the sustainability effort will include:

- Assist with the documentation of relevant existing conditions and trends in a Technical Report

- Prepare sustainability goals and policies, while recognizing the need for flexibility in a long term document given this rapidly evolving field.
- Outline implementation programs for the adopted goals and policies

Task 10 General Project Management

CONSULTANT will perform ongoing project management including meetings with staff, coordination of subconsultants, project accounting, and preparation of a monthly status report to the City. This task assumes approximately 20 hours a month for the eight month completion of the project.

Update Phase II
ESTIMATED PROJECT BUDGET
 Amended June 27, 2006

A. LABOR COST

Task	Hours				Cost				Total
	Principal	Technical Director	Senior Associate	Tech. Support	EIP	Subcontractors		Task Group	
						Kaktu	KMA		
1.0 PROJECT ORIENTATION									\$1,960
1.1 Organizational Meeting with City Staff	3	3			\$885				\$885
1.2 Establish GP Formats	2				\$300				\$300
1.3 Prepare Base Map		1	6		\$775				\$775
1.4 Define Public Participation Program (see Task 8.0 below)					\$0				\$0
2.0 REVIEW EXISTING GENERAL PLAN									\$10,405
2.1 Identify Baseline Data & Analysis Needs									
a. Prepare Data Assessment Criteria	0.5	1			\$220				\$220
b. Review adequacy of existing data--with staff input		8		1	\$1,245				\$1,245
c. Program for Upgrade of Existing Data Base	1	8		1	\$1,395				\$1,395
Subtotal Task 2.1	1.5	17	0	2	2860	0	0		\$2,860
2.2 Assess Adequacy of Existing Plan									
a. Prepare Evaluation Criteria and Matrix (GP/TC rees & other)	2	2		0.5	\$633				\$633
b. Structure Review Process with Staff	2				\$300				\$300
c. Assess Policy Adequacy	2	24		1.5	\$3,908				\$3,908
d. Review Findings, Formulate Work Program	2	16		1	\$2,705				\$2,705
Subtotal Task 2.2	8	42	0	3	\$7,545	\$0	\$0		\$7,545
3.0 COMPLETE UPDATED DATA BASE (GP & EIR)									\$244,255
3.1 Complete and Analyze Data									\$0
Formulate specifications, research methods, & formats	2	12		2	\$2,210				\$2,210
3.1.1 Regional Context			16	2	\$1,850				\$1,850
3.1.2 Land Use									\$0
a. Existing Use--review City compiled data, tabulate data	2	8	16	6	\$3,650				\$3,650
a.1 Prepare GIS Map	6		42	22	\$7,400				\$7,400
b. Zoning			12	2	\$1,430				\$1,430
c. Existing GP (assumes GIS query)			24	4	\$2,860				\$2,860
d. Approved and Potential Projects			14	2	\$1,640				\$1,640

Task	Hours						Cost			
	Principal	Technical Director	Senior	Associate	Tech. Support	ETP	Subcontractors		Task Group	Total
							Kakar	KMA		
e. Areas "Susceptible to Change"	\$150	\$145	\$105	\$95	\$85					
3.1.3 Population and Demographics--review City compiled data & supplement for daytime population	3	16	24		3		\$2,385		\$2,385	
3.1.4 Housing							\$2,775		\$2,775	
a. (1) Housing Element Needs Assessment	20	34	45	50	21		\$19,190		\$19,190	
b. (2) Housing Plan Preparation	30	60	51	42	10		\$23,395		\$23,395	
c. (3) Community, PC or Council Workshops (4 Total)	24	24	24	8	5		\$10,785		\$10,785	
d. (4) Public Hearings (2 Total)	10	10			2		\$3,120		\$3,120	
d. (5) Project Management	24	34			20		\$10,230		\$10,230	
3.1.5 Historic Resources--review updated inventory				16	2		\$1,690		\$1,690	
3.1.6 Circulation - Data collection and issue identification							\$0	\$31,105	\$31,105	
3.1.7 Infrastructure (water, sewer, storm drainage, electricity, natural gas, telecommunications, other)										\$0
a. Service Providers				24	8		\$2,960		\$2,960	
b. Existing Capacities and Planned Improvements			48	48			\$9,600		\$9,600	
c. Capability of Providing Future Service			48	48			\$9,600		\$9,600	
3.1.8 Public Services (police, fire, parks, schools, library, cultural, other)										\$0
a. Service Providers				24	8		\$2,960		\$2,960	
b. Existing Capacities and Planned Improvements			48	48			\$9,600		\$9,600	
c. Capability of Providing Future Service			24	24			\$4,800		\$4,800	
3.1.9 Environmental Resources										\$0
a. Resources (biological, mineral, other)			12	12	3		\$2,655		\$2,655	
b. Existing Conservation Programs				20			\$1,900		\$1,900	
3.1.10 Safety										\$0
a. Geologic, Seismic--review recent technical studies		20	12		8		\$4,840		\$4,840	
b. Seismic		20	12		8		\$4,840		\$4,840	
c. Flood Hazards			16		4		\$2,020		\$2,020	
d. (Urban) Fire Hazards			16				\$1,680		\$1,680	
e. Toxics and Hazardous Materials				12			\$1,140		\$1,140	
3.1.11 Noise		44		80	16		\$15,340		\$15,340	
3.2 Data Synthesis--Define Planning Issues (incorporate GPTC & others derived from technical analyses)	121	266	520	478	139		\$168,545	\$31,105	\$199,650	\$0
	32	24			16		\$9,640		\$9,640	

Task	Hours						Cost			
	Principal	Technical Director	Senior	Associate	Tech. Support	EIP	Subcontractors		Task Group	Total
							Kaku	KMA		
3.3 Prepare Technical Background Report (TBR)	\$150	\$145	\$105	\$95	\$85					
3.4 Review with Planning Commission & City Council	8	80	112		112	\$34,080			\$34,080	
	3	3				\$885			\$885	
4.0 UPDATE LAND USE PLAN										\$134,675
4.1 Formulate Alternative Land Use Plans										
a. Formulate Process (per GPTC input & other analyses)	4				1	\$685			\$685	
b. Define Guiding Principles for Preparation of Updated Plan	16				2	\$2,570			\$2,570	
c. Formulate Alternatives (for targeted sub-areas; e.g. mixed use locations and densities)	40	24	24		16	\$13,360			\$13,360	
<i>Subtotal Task 4.1</i>	60	24	24	0	19	16615	0	0	\$16,615	
4.2 Evaluate Alternatives										
4.2.1 Traffic Impact Analysis						\$0	\$57,880		\$57,880	
4.2.2 Environmental Impacts		24	40		4	\$8,020			\$8,020	
4.2.3 Market & financial feasibility / Fiscal impact analysis						\$0	\$37,000		\$37,000	
<i>Subtotal Task 4.2</i>	0	24	40	0	4	\$8,020	\$57,880	37000	\$102,900	
4.3 Prepare Alternatives Report	12	32			16	\$7,800			\$7,800	
4.4 Review with Planning Commission & City Council	6					\$900			\$900	
4.5 Select and Document Preferred Plan	20		20		16	\$6,460			\$6,460	
5.0 UPDATED GP GOALS, POLICIES, AND PROGRAMS										\$124,970
5.1 Formulate Preliminary Policies/White Papers										\$0
5.1.1 Land Use Policy	40				4	\$6,340			\$6,340	
5.1.2 Housing	2	40				\$6,100			\$6,100	
5.1.3 Circulation/Mobility						\$0	\$83,180		\$83,180	
5.1.4 Conservation and Open Space, including Historic Resources	4		40			\$4,800			\$4,800	
5.1.5 Safety	6		40			\$5,100			\$5,100	
5.1.6 Noise	6	32		40	24	\$11,380			\$11,380	
5.1.7 Implementation Programs	6	6				\$1,770			\$1,770	
<i>Subtotal Task 5.1</i>	64	78	80	40	28	\$35,490	\$83,180	\$0	\$118,670	
5.2 Review with Planning Commission & City Council	6					\$900			\$900	
5.3 Select and Finalize Policies	16	16			8	\$5,400			\$5,400	
6.0 UPDATED GENERAL PLAN DOCUMENT										\$23,720
a. Prepare Administrative Draft GP	16	60			80	\$17,900			\$17,900	
b. Prepare Final Draft GP	2	24			24	\$5,820			\$5,820	

Task	Hours					Cost			Total
	Principal	Technical Director	Senior Associate	Tech. Support	EIP	Subcontractors		Task Group	
						Kaku	KMA		
7.0 ENVIRONMENTAL IMPACT REPORT									\$89,270
7.1 Project Description, Initial Study, and Notice of Preparation		4	16		\$2,260				\$2,260
7.2 Screencheck Draft EIR		112	220	52	\$55,160				\$55,160
7.3 Draft EIR		24	60	24	\$15,620				\$15,620
7.4 Responses to Comments (assume 40 hours maximum)		26	14	4	\$5,580				\$5,580
7.5 Final EIR		16	40	16	\$7,880				\$7,880
7.6 Mitigation Monitoring Program		4	16	6	\$2,770				\$2,770
8.0 PUBLIC INVOLVEMENT									\$30,360
a. Structure program with staff--focused group meetings, GPTC meetings, other	16	16			\$4,720				\$4,720
b. Facilitate Meetings	80	80		24	\$25,640				\$25,640
9.0 CITY COUNCIL AND PLANNING COMMISSION									\$33,355
a. Define processes for involvement, with staff	2				\$300				\$300
b. Conduct tutorial sessions for decision-makers	10.5				\$1,575				\$1,575
c. Define agendas and meeting methods, with staff	16	16			\$4,720				\$4,720
d. Participate in Meetings and Public Hearings	40	40			\$11,800	\$14,960			\$26,760
10.0 GENERAL PROJECT MANAGEMENT									\$61,360
Assume 4 hours per week for 2 years	208	208			\$61,360				\$61,360
Pre-contingency Total	753	1240	1168	593	\$530,205	\$187,125	\$37,000		\$754,330
Contingency for additional response to comments, etc.									\$20,000
Total Estimated Labor Budget									\$774,330

B. DIRECT COSTS/EXPENSES	
1. Travel	\$750
2. Reproduction	\$2,500
3. Materials and Supplies	\$2,200
4. Communications and Delivery	\$1,250
5. Traffic Counts (15 - Machine Counts)	\$2,875
6. Direct Costs Administrative Fee (10% Direct Costs)	\$958
7. Administrative Fee (10% subcontractors)	\$22,412
Total Estimated Direct Costs	\$32,945

Task	Hours					Cost			
	Principal	Technical Director	Senior Associate	Tech. Support	EIP	Subcontractors		Task Group	Total
						Kaku	KMA		
	\$150	\$145	\$105	\$95	\$85				
TOTAL ESTIMATED COST									\$807,275

BUDGET ADDENDUM
BEVERLY HILLS ECONOMIC DEVELOPMENT STUDY AND ADDITIONAL WORK BUDGET
6/07/07

Task	EIP			Muni Services			KMA			Total	
	Hours	Labor \$	Expenses \$	Hours	Labor \$	Expenses \$	Hours	Labor \$	Expenses \$		Total \$
1. Orientation meeting	2	\$440		13	\$2,500		4	\$1,000		\$3,940	
2. Chamber of Commerce meeting											
a. Meeting	3	\$660					4	\$1,000		\$1,660	
b. Document comments							1	\$250		\$250	
3. Economic Vision & Goals											
a. Prepare for meeting	2	\$440		11	\$1,513		2	\$500		\$2,453	
b. Meeting	3	\$660		6	\$975		12	\$3,000		\$4,635	
c. Document comments	1	\$220					2	\$500		\$720	
4. Economic White Paper	2	\$440		8	\$1,340		30	\$7,500		\$9,280	
5. PC/CC study session	2	\$440		12	\$1,880		8	\$2,000		\$4,320	
6. Refinement of issues/framework											
a. Existing conditions											
Fiscal trend analysis				66	\$5,760					\$5,760	
Fiscal/land use analysis				196	\$19,580					\$19,580	
b. Funding gap				112	\$10,760	\$850	2	\$500		\$12,110	
c. Fiscal adjustments				22	\$1,950		2	\$500		\$2,450	
d. Economic factors							2	\$500		\$500	
Review economic profile											
Target industries/analysis				88	\$7,420					\$7,420	
e. "State of the City" report				73	\$7,890	\$1,200	2	\$500		\$9,590	
7. Real estate analysis											
a. Industry trends							20	\$5,000		\$5,000	
b. Building supply trends							20	\$5,000		\$5,000	
c. Growth capacity & prospects							20	\$5,000		\$5,000	
d. Obstacles							20	\$5,000		\$5,000	
e. Report							20	\$5,000		\$5,000	
8. Policy options	20	\$4,400					4	\$1,000		\$5,400	
9. PC/CC study session	6	\$1,320		25	\$3,100		8	\$2,000		\$6,420	
10. Coordination meetings w/City & team	8	\$1,760		31	\$5,075		*	\$0		\$6,835	
11. Contract administration			\$19,851		\$19,581					\$39,432	
12. Project management	32	\$20,140			\$20,140		*	\$0		\$40,280	
13. Fiscal analysis of subareas			\$0		\$0		*	\$13,000		\$13,000	
14. Traffic analysis of development areas			\$24,150		\$24,150		*	\$0		\$24,150	
TOTAL			\$22,371	\$74,651	\$69,743	\$2,050	\$58,750			\$205,194	
Opt. Blue Ribbon Panel				73	\$11,265					\$11,265	
* Included above											
Existing Contract Amount										\$807,275	
Revised Contract Amount										\$1,023,734.00	

**CITY OF BEVERLY HILLS GENERAL PLAN UPDATE ADDENDUM #3 BUDGET PROPOSAL
MAY 21, 2008**

A. LABOR COST

Task	Hours						Cost			Total
	Principal	Group Manager	Sr Planner	GIS	Admin/ Production	Word Processor	PBS&J	Subcontractors		
1.0 COMMUNITY DEVELOPMENT AND CONSERVATION										\$36,810
Land Use, Community Conservation, Ec. Development, & Cultural Res.	40	12	18	32	24	10	\$22,040			
Housing (Including HCD Review and Revisions)		40	42		12	8	\$14,770			
2.0 INFRASTRUCTURE AND PUBLIC SERVICES										\$33,920
Mobility (Roadways, Transit, Truck Routes, Pedestrians)	12	12					\$4,980	\$20,000		
Utilities (Water, Sewer, Storm Drainage)		8	24		12		\$6,140			
Public Services (Civic, Cultural, Historic Resources, Youth/Seniors, Education)		8					\$1,400			
Parks & Recreation Facilities & Programs		8					\$1,400			
3.0 NATURAL RESOURCES										\$4,940
Open Space, Minerals, Visual, Air & Water Quality, Energy Conservation	8	8	12				\$4,940			
4.0 COMMUNITY SAFETY										\$6,720
Fire, Floods, Geologic/Seismic, Haz Mat, Noise, Disaster Preparedness	8	12	20				\$6,720			
5.0 UPDATED GENERAL PLAN & GENERAL PLAN SUMMARY										\$45,690
Admin Draft, Draft, Final General Plan	12	32	42	8	40	60	\$24,690			
General Plan Summary		40	60		40	12	\$21,000			
6.0 ENVIRONMENTAL IMPACT REPORT										\$58,030
Admin Draft, Draft & Final EIR	20	80	120	20	40	60	\$47,100			
Prepare Final Draft GP		40	18			20	\$10,930			
7.0 PUBLIC WORKSHOP										\$10,380
Workshop Design and Preparation	8	12	8		12		\$6,600			
Attend and Document Comment	4	6	12			2	\$3,780			
8.0 PUBLIC HEARINGS - ADOPTION										\$21,060
Planning Commission	24	32					\$11,360			
City Council	20	28					\$9,700			

Task	Hours						Cost		
	Principal	Group Manager	Sr Planner	GIS	Admin/ Production	Word Processor	PBS&J	Subcontractors	Total
9.0 SUSTAINABILITY MASTER PLAN									
Preparation of Sustainable Master Plan	\$240	\$175	\$135	\$130	\$125	\$75		Kaku/JZA	\$37,470
	40	24	42				\$19,470	\$18,000	
10.0 GENERAL PROJECT MANAGEMENT									
Ongoing meetings and management	40	120					\$30,600		\$30,600
Total Hours	236	522	418	60	180	172	\$247,620	\$38,000	
Total Estimated Labor Budget	\$285,620								

B. DIRECT COSTS/EXPENSES

1. Travel		250							\$250
2. Reproduction							2500		\$2,500
3. Materials and Supplies							200		\$2,750
4. Communications and Delivery							125		\$125
6. Direct Costs Administrative Fee (10% Direct Costs)									\$563
7. Administrative Fee (10% subcontractor)									\$3,800
Total Estimated Direct Costs	\$9,988								

TOTAL ESTIMATED COST

									\$295,608
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EXHIBIT B-1

Schedule of Rates

HOURLY BILLING RATES AND JOB CLASSIFICATIONS

Senior Division Manager/ Principal Technical Professional	\$190-\$300/hour
Senior Program Manager/ Senior Project Director/ Senior Planner IV/ Senior Scientist IV	\$175-\$300/hour
Group Manager/Sr. Project Manager III/Sr. Planner III/Sr. Scientist III/ Sr. Engineer III	\$140-\$200/hour
Project Manager/ Senior Planner II/ Senior Scientist II/Senior Engineer II Sr GIS Analyst I	\$120-\$170/hour
Associate Project Manager /Sr Planner I/Sr Scientist I/Sr Engineer I Sr GIS Analyst I	\$95-\$135/hour
Planner II/ Scientist II/Engineer II	\$85-\$120/hour
Planner I/ Scientist I/Engineer I	\$65-\$100/hour
Senior Administrator	\$90-\$130/hour
Regional Graphics Specialist	\$75-\$110/hour
Administrative/Field Technician II	\$55-\$90/hour
Planner Intern/Scientist Intern	\$45-\$75/hour
Mileage	\$.505/mile

In addition, identifiable, non-salary costs that are directly attributable to the project (i.e., travel, meals, lodging, auto rentals, printing and copies, graphic materials, phone charges, equipment and specialized computer charges, etc.) and subcontractor fees include a 15% administration charge to cover overhead and administration.

1. This schedule is effective until January 1, 2008 and is subject to annual revisions thereafter, as necessary to accommodate inflationary trends, salary adjustments, and the general costs of business. CONSULTANT shall provide thirty days written notice to CITY of any rate schedule modifications.
2. Fees for litigation and expert witness services will be charged at \$450.00 per hour with a 4-hour minimum per day.