

February 11, 2023

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County of San Mateo
455 County Center
Redwood City, CA 94063

**Subject: Project Management -- San Mateo County Safety Element Collaborative
Multi-Jurisdictional Safety Element**

We are pleased to provide this proposal for continued project management services for the Multi-Jurisdictional Safety Element Collaborative.

For the past year, Community Planning Collaborative (formerly Baird + Driskell Community Planning) has been serving as the convenor, facilitator and project manager of a collaborative of nine agencies working together on efforts related to their Safety Elements. Specifically, Community Planning Collaborative (CPC) has acted the project manager for the Safety Element Collaborative project through the Collaborative's initial formation and the RFP process, ensuring that the voice of each participating agency was heard, and their needs addressed. To date, Community Planning Collaborative acted project manager through their role as lead consultant for the 21 Elements Project. 21 Elements was originally created to assist San Mateo County jurisdictions (20 cities and the county) with required Housing Element updates and has now expanded to assist with other General Plan element updates.

With the selection of PlaceWorks, Inc. to serve as the professional Safety Element consultant, there is still the need to provide oversight and orchestration of this multi-agency effort over the next two years. To support staff from the nine agencies, CPC will convene and facilitate the Steering Committee meetings, meet with PlaceWorks to provide preliminary review and direction of process and product components; review public outreach and engagement materials and other deliverables; monitor and provide updates on budget and deliverable requirements to each agency; coordinate with PlaceWorks for efficient and effective work with all agencies; and prepare documents for staff for their communications to Planning Commissions and elected bodies.

As a Principal, Josh Abrams is authorized to bind CPC to the contents of this submittal and to negotiate contracts on behalf of CPC. We propose to have Cathy Capriola continue to serve as the Project Manager of the Safety Element Collaborative. Please contact me if you have any questions.

Sincerely,

Josh Abrams
Principal

SCOPE OF WORK

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

Multi-Jurisdictional Safety Element

Overall, serve as PROJECT MANAGER for the Multi-Jurisdictional Safety Element project with nine public agencies in San Mateo County.

- Full Scope Participating Agencies: San Mateo County and six San Mateo County cities (Atherton, Belmont, Burlingame, East Palo Alto, Half Moon Bay, and San Bruno)
 - Partial Scope Participating Agencies: Cities of Brisbane and Pacifica; and
1. **Steering Committee** – Coordinate, facilitate and communicate with the agencies individually and together as a Collaborative Steering Committee throughout the project. Lead the Steering Committee and serve as the Committee’s primary point of contact. Ensure meetings of the Collaborative Steering Committee provide opportunities to share information, provide feedback at key points in the process, discuss options and opportunities for community engagement, and review approaches to addressing key hazards of concern. Review meeting materials prepared by PlaceWorks Team before distribution to the Committee members. After each meeting, prepare and distribute a high-level summary of key points, action items, decisions, and next steps.
 2. **Project Management** – Monitor and oversee the overall project per the executed contract with PlaceWorks. Ensure timeline and project deliverables are met in a timely manner and at the quality expectation of the project.
 3. **Reporting & Agency Communication** – Conduct quarterly check-in meetings with each participating agency and ensure concerns, ideas or issues are reviewed and resolved with the PlaceWorks Team. Prepare quarterly project progress reports regarding status of the project, overall progress on budget, and update on individual agency costs to date.
 4. **Invoice Review & Budget Monitoring** – Review submitted invoices by PlaceWorks; monitor and track invoices and submitted charges against the overall approved budget for the project as a whole and for each individual agency. Communicate with County as fiscal agent on monthly invoices and provide updates to the Steering Committee as a whole and individual agencies as needed.
 5. **Coordination with Lead Safety Element Consultant (PlaceWorks)** – Coordinate on a regular basis with PlaceWorks on project process, deliverables, and community outreach. Provide guidance and conduct necessary outreach to individual agencies or the Steering Committee as a whole.
 6. **Work Product Review** – Review all public engagement tools and products in a comprehensive manner. Review technical work products (such as vulnerability analysis and individual safety elements) at a higher level focused on clarity and broad objectives with the detailed review to be completed by the individual agencies based on their specific knowledge and expertise).
 7. **Adoption Staff Reports** – Prepare staff reports and enacting resolutions at the completion of the project for adoption of the completed Safety Elements by each jurisdiction.

8. **Participate in Key Community Outreach Activities** – Participate in occasional community outreach activities, such as the community workshops, to monitor outcomes and to understand the key community issues within the Safety Element processes.
9. **Respond to Requests from Participating Agencies** -- Provide easy and direct access for Jurisdictions to ask questions, distribute information, query other jurisdictions, obtain updated information on State laws and particular items of importance, etc.

FEE PROPOSAL

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

In no event shall total payment for services under this Agreement exceed ninety two thousand four hundred dollars (\$92,400) without a written amendment signed by both parties.

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

Estimated Annual Billing Amounts: The project spans three fiscal years and is roughly expected to be executed within these parameters:

FY 22/23 – 20% equal to \$18,480

FY 23/24 – 60% equal to \$55,440

FY 24/25 – 20% equal to \$18,480

	Hours	Costs
Steering Committee Coordination	54	\$10,800
Coordination Meetings with Fiscal Agent	36	\$7,200
Coordination Meetings with Safety Element Consultant Team	78	\$15,600
Quarterly 1x1 Outreach to Participating Agencies & Quarterly Reports on Progress, Timeline and Budget Updates by Project and via Individual Agencies	136	\$27,200
Monthly Invoice Review	48	\$9,600
Review of Work Products & Community Engagement	60	\$12,000
Preparation of Final Staff Report and Resolutions	10	\$2,000
Sub-Total	422	\$84,400
Contingency	40	\$8,000
TOTAL	462	\$92,400

COST SHARING

Below is a chart outlining the cost sharing based on scope of each agency (full scope with full public engagement; full scope with limited engagement; and partial scope with no public engagement and technical aspects only.)

AGENCY	ESTIMATED COSTS
San Mateo County	\$11,935
Atherton	\$8,778
Belmont	\$11,935
Brisbane	\$6,006
Burlingame	\$11,935
East Palo Alto	\$11,935
Half Moon Bay	\$11,935
Pacifica	\$6,006
San Bruno	\$11,935
TOTAL	\$92,400