



# MEMORANDUM

**Date:** July 06, 2018  
**To:** Eric Anderson, City of Mountain View  
**From:** Connie Goldade, Community Design + Architecture, Inc.; Eric Yurkovich, Raimi + Associates  
**Re:** East Whisman Precise Plan- Budget Amendment for Additional Services

Philip Erickson, Architect, AIA

Eric,

The purpose of this memorandum is to describe the additional level of effort anticipated of the Project Team for the East Whisman Precise Plan, and to request a budget supplement to pay for additional time and out-of-scope tasks. Work effort will be provided up to the amount budgeted.

## Scope

### City Council and EPC Meetings

Raimi+ Associates (R+A) was originally scoped to participate in up to four sets of meetings with the Mountain View City Council and Environmental Planning Commission. Two additional sets of policy meetings were added, including meetings in February 2018 and May / June 2018. Community Design + Architecture (CD+ A) was not originally scoped to participate in the final adoption meetings with the Mountain View City Council and Environmental Planning Commission. This amendment includes time to participate in those additional meetings, plus one additional series of meetings in the future for R+A.

### Administrative Draft of the Precise Plan

The task to prepare the Administrative Draft Precise Plan has required a much higher level of effort than was anticipated in the original scope of work. In particular, the jobs-housing linkage, land use and design approach, mobility and TDM approach, community benefits, and housing sections were more complex and required more discussion with staff, the City Council, and the EPC. Each has taken more time to prepare, there were more iterations, and more maps and graphics than originally anticipated. This has left the Team with less time to write and prepare graphics for a new, Second Admin Draft, of the Precise Plan. The Project Team is requesting a budget amendment to prepare a Second Admin Draft of the Precise Plan and complete additional policy analysis. Some of this work effort may be shifted to the Screencheck Draft based on staff comments.

### Screencheck Draft of the Precise Plan

This amendment includes additional time to prepare the Screencheck Draft of the Precise Plan, which will include all figures, photos, maps, and graphics. The



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amendment also anticipates that the City will have more than minor revisions to the Precise Plan and that iterations with City staff will take more time than was originally budgeted.

### Staff Meetings and Project Coordination

This task has required a much higher level of effort than was originally anticipated, and R+A has billed over 100% of this task. This amendment includes additional time to cover on-going communication with the City of Mountain View. It includes an estimate of the time to prepare for and to participate in staff meetings on the Precise Plan as well as on-going communication with City staff and subconsultants on the project.

### Expenses

Additional expenses are also required to complete the remaining project phases.

## Budget

Following is the anticipated budget for the additional work effort described above.

	Raimi + Associates	Community Design + Architecture	Strategic Economics	Total Team
City Council and EPC Meetings	\$ 7,200.00	\$ 1,360.00		\$ 8,560.00
Administrative Draft of the Precise Plan	\$ 19,600.00	\$ 16,700.00	\$ 6,720.00	\$ 43,020.00
Screencheck Draft of the Precise Plan	\$ 18,400.00			\$ 18,400.00
Staff Meeting and Project Coordination	\$ 9,075.00	\$ 1,700.00	\$ 3,340.00	\$ 14,115.00
Expenses	\$ 1,878.00	\$ 3,397.00		\$ 5,275.00
<b>BASE TOTAL</b>	<b>\$ 56,153.00</b>	<b>\$ 23,157.00</b>	<b>\$ 10,060.00</b>	<b>\$ 89,370.00</b>