



TOWN OF FAIRFAX

STAFF REPORT

May 12, 2022

TO: Mayor and Town Council

FROM: Heather Abrams, Town Manager and Janet Coleson, Town Attorney

SUBJECT: Authorize the Town Manager to execute the First Amendment to the Professional Services Agreement with EMC Planning Group (EMC) for Update of the Fairfax General Plan Housing Element, Safety Element, and Land Use Element, associated environmental review, completion of Objective Development and Design Standards (ODDS), Zoning Updates, an Eco-Village Ordinance, Visualizations, and Public Meetings, for a total not-to-exceed contract amount of \$844,774.

RECOMMENDATION

Authorize the Town Manager to execute the First Amendment to the Professional Services Agreement with EMC Planning Group (EMC) for Update of the Fairfax General Plan Housing Element, Safety Element, and Land Use Element, associated environmental review, completion of Objective Development and Design Standards (ODDS), Zoning Updates, an Eco-Village Ordinance, Visualizations, and Public Meetings, for a total not-to-exceed contract amount of \$844,774.

BACKGROUND

On March 3, 2021 Council approved and on April 15, 2021 the Town entered into an agreement with EMC for an Update of the Fairfax General Plan Housing Element, Safety Element, and Land Use Element, and associated environmental review. The original agreement was for over \$400,000, and it was known at the time of the agreement that ODDS and Zoning changes would be needed and were not yet part of EMC's scope of work.

EMC has been working with Fairfax since 2021 to complete the state required update to the Housing Element, Safety Element, and Land Use Element within the State required timeframe. The State has set aggressive housing goals and severe penalties for communities that do not show specific readiness to meet the housing goals, including loss of local control.

DISCUSSION

The attached amendment will allow EMC to complete the Housing Element, Safety Element, and Land Use Element, including additional tasks needed to craft the ODDS in keeping with Fairfax's small-town vision, to visualize and create an ordinance that would allow an Eco-Village, to update Fairfax's Zoning to allow for appropriate housing that could meet the State required number of units, and to conduct public meetings to collect input and provide information.

Staff strongly recommends approving all elements of the amendment, and staff would like the Council's direction on whether EMC should be allowed to present in meetings via Zoom. If

EMC presents via Zoom, rather than appearing in person, the cost to Fairfax would be reduced by approximately \$32,000.

FISCAL IMPACT

There are sufficient funds to cover the \$844,774 total cost within the General Fund. Through the month of April, 2022, The Town has paid EMC a total of \$242,785.36.

ATTACHMENT

First Amendment to the Professional Service Agreement with EMC Planning Group, including Exhibit A proposed scope of work

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This First Amendment (“First Amendment”) to the Professional Services Agreement (“Agreement”) between the Town of Fairfax, a public agency organized under the laws of the State of California with its principal place of business at 142 Bolinas Road, Fairfax, CA 94930, (“Town”) and EMC Planning Group, a corporation, with its principal place of business at 301 Lighthouse Avenue, Monterey, CA 93940 (“Consultant”), is entered into as of _____ (“Effective Date”), by and between the Town and Consultant, with reference to the following facts:

RECITALS

- A. Town entered into a Professional Services Agreement with Consultant on April 15, 2021 for an Update of the Fairfax General Plan Housing Element, Safety Element, and Land Use Element, and associated environmental review, as described in the Scope of Services (“Project”).
- B. Town is in need of additional professional services for a revised and expanded Project and desires to amend the original Professional Services Agreement with Consultant to include these additional tasks.

FIRST AMENDMENT

NOW THEREFORE, in consideration of the foregoing Recitals, which are incorporated herein by this reference, Town and Consultant hereby agree as follows:

1. Services.

Section 1 of the Agreement, “Services”, is hereby modified in its entirety to read as follows:

“Consultant shall provide the Town with the services described in the Scope of Services attached hereto as Exhibit A and the Revised Scope of Services and Schedule of Charges attached hereto as Exhibit C.”

2. Compensation.

Section 2 of the Agreement, “Compensation” is hereby modified in its entirety to read as follows:

“a. Subject to paragraph 2 (b) below, the Town shall pay for such services in accordance with the Schedule of Charges set forth in Exhibit B and the Revised Scope of Services and Schedule of Charges set forth in Exhibit C.

b. In no event shall the total amount paid for services rendered by Consultant under this Agreement exceed the sum of \$844,774. This amount is to cover all printing and related costs, and Town will not pay any additional fees for printing expenses. Periodic payments shall be made within 30 days of receipt of an invoice which includes a detailed description of the work performed.

Payments to Consultant for work performed will be made on a monthly billing basis.”

3. OTHER REMAINING PROVISIONS

Except as specifically modified herein, all other remaining provisions of the AGREEMENT shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, Town and Consultant have executed this First Amendment as of the date first written above.

“Town”
TOWN OF FAIRFAX

By: _____

Name: _____

Title: _____

“Consultant”
EMC PLANNING GROUP

By: _____

Name: _____

Title: _____

EXHIBIT C



EMC PLANNING GROUP INC.
A LAND USE PLANNING & DESIGN FIRM

301 Lighthouse Avenue Suite C Monterey California 93940
Tel 831-649-1799 Fax 831-649-8399 www.emcplanning.com

To: Heather Abrams Town Manager
From: Ande Flower, Project Manager
Cc: Janet Coleson, Town Attorney
Date: April 14, 2022 revised April 26, 2022

Re: Fairfax Housing and Safety Element - Contract Amendment Request #1

Dear Heather:

On February 28th EMC submitted a memo that detailed progress made to date on the Town of Fairfax Housing and Safety Element Update. As identified in the memo, this contract amendment request follows to include a scope and budget inclusive of out-of-contract meetings and tasks, and to outline the meetings and tasks necessary for project completion.

This is a request for a contract amendment to add scope and budget for the out of task items already completed. This contract amendment request also includes public and internal meetings and outreach events beyond the original contract, additional/expanded project support, and staff support. Each of the new items are described below the Out-of-Scope Tasks section.

Discussion and adoption of Objective Development and Design Standards (ODDS), re-zoning, and creation of a performance-based eco-village ordinance in tandem with the Housing Element update process will both enable site-specific discussions relative to the opportunity sites, and protect the Town by providing clear guidance for future development. Requirements for “carryover” rezoning of sites have a deadline of January 2024, regardless of the certification date. Having all such regulatory updates occur concurrently is highly recommended by HCD and will improve certification considerations.

MEMORANDUM

Out-of-Scope Tasks – Already Completed

Descriptions of scope expansion examples for work that was not pre-approved and coinciding budget amendments were detailed in the February 28th memo.

Cost: \$79,026

New or Expanded Tasks

Task 1. Project Management/Administration

Continued project coordination, communications, reporting, consultation, scoping, budgeting and amendments, scheduling, and deliverables. This task also includes working with the subconsultants on their respective assigned tasks and reviewed/finalizing their deliverables including presentations.

Cost: \$62,300

Task 2. Planning Commission and Town Council Meetings

We anticipate up to **eight (8)** additional Planning Commission and Town Council meetings will be necessary to complete the project. These meetings are in addition to the meetings already identified in our current contract.

Cost (in-person meetings): \$33,144 for in-person meetings (\$4,143 per meeting). In-person cost includes EMC Staff time of \$29,200 (\$3,650 per meeting), \$1,304 round trip mileage (\$163 per meeting), and \$2,640 travel stay costs (\$330 per meeting). Staff time includes preparation, travel, and meeting attendance. Mileage and travel stay includes a 10% administrative overhead fee.

Alternative Cost (virtual meetings): \$16,000 for virtual meetings (\$2,000 per meeting).

The costs identified above is for EMC Planning Group staff only. Subconsultant costs for attendance at any meetings are included in their respective scopes of work and budget.

Task 3. Committee and Commission Meetings

We anticipate up to six (6) additional Committee and Commission meetings will be necessary to complete the project. These meetings in addition to the meetings already identified in our current contract.

Cost (in-person meetings): \$25,760 for in-person meetings (\$4,294.50 per meeting). In-person cost includes EMC Staff time of \$22,800 (\$3,800 per meeting), \$987 round trip mileage (\$163 per meeting), and \$1,980 travel stay costs (\$330 per meeting). Staff time includes preparation, travel, and meeting attendance. Mileage and travel stay includes a 10% administrative overhead fee.

Alternative Cost (virtual meetings): \$12,000 for virtual meetings (\$2,000 per meeting).

The costs identified above is for EMC Planning Group staff only. Subconsultant costs for attendance at any meetings are included in their respective scopes of work and budget.

Task 4. Staff Meetings

Up to 65 hours of EMC Planning Group staff time is anticipated for staff meetings. Three meeting (thirty-six hours of the 65 hours) is budgeted as in-person meetings.

Cost (including three (3) in-person meetings): \$24,229 includes EMC Planning Group staff time of \$22,750, \$489 round trip mileage (\$163 per meeting), and \$990 travel stay costs (\$330 per meeting). Staff time includes preparation, travel, and meeting attendance at three (3) in-person meetings. Mileage and travel stay includes a 10% administrative overhead fee.

Alternative Cost (all virtual meetings): \$22,750 for virtual meetings.

The costs identified above is for EMC Planning Group staff only. Subconsultant costs for attendance at any meetings are included in their respective scopes of work and budget.

Task 5. Legal Meetings

Up to nine (9) meetings with legal staff are anticipated. It is assumed that these meetings can all be conducted virtually.

Should in-person meetings be required, each meeting would utilize 12 hours of staff time and require an additional cost of \$163 for mileage and \$330 for travel **per meeting** (not currently budgeted in this contract amendment).

Cost: \$5,400 for virtual meetings

The cost identified above is for EMC Planning Group staff only. Subconsultant costs for attendance at any meetings are included in their respective scopes of work and budget.

Task 6. Outreach Event - Good Earth Focus Group

This session is anticipated to be subsidized by County through REAP funds and supported by the EMC Planning Group team. EMC Planning staff will attend the meeting virtually.

Cost: \$3,800

Task 7. Outreach Event - CBO Listening Session

This session is anticipated to be subsidized by County through REAP funds and supported by the EMC Planning Group team. EMC Planning staff will attend the meeting virtually.

Cost: \$3,800

Task 8. Staff Support

EMC Planning Group team will provide support for the Fairfax Planning Department for tasks associated with the Housing Element update that would otherwise be performed by Town staff. If this service is found to be unnecessary due to an increase in staff availability, then work will not be billed to this task.

Cost: \$16,500

Task 9 Regulatory Updates- Objective Development and Design Standards (ODDS), Re-zoning, and Eco-village Ordinance

This effort will focus on making the necessary modifications to the Marin County Objective Design and Development Standards (ODDS) so that they align more specifically with the needs, and unique attributes of the Fairfax Community. The work will rely heavily on graphic creation to support the standards and facilitate communication at public presentations.

Cost (EMC Planning Group staff): \$12,000

Subconsultant Cost: \$254,045 (\$159,500 for Schemata, \$71,450 for ELS, plus \$23,095 Subconsultant overhead fee of 10 percent.) Virtual meetings assumed for Schemata unless there is an agreement to pay for flight and accommodations for up to two in-person meetings.

Total Sub-Proposal for ODDS, re-zoning, and eco-village ordinance: \$266,045
(\$12,000 EMC Planning Group and \$254,045 subconsultant cost)

Task 10 Finalize Safety Element Update

Two drafts of the Safety Element have been prepared to date: the first draft, on October 22, 2021, and a second draft responding to comments from review by the Planning Commission and Town Council, on December 28, 2021 (inclusive of four specific refinements expected to be completed through February, 2022).

The Safety Element is currently posted to the City's website to collect additional public input, and that an additional review by Planning Commission and Town Council will occur later in 2022. This amendment request anticipates the additional cost of a third draft to be prepared following this additional input. This cost is for in-office preparation of the third draft, and does not include specialized staff attendance at meetings where the second draft is reviewed.

Cost: \$9,380

Task 11 - Additional CEQA Processing

This task is for additional costs related to the CEQA process that was not included in the original scope and budget including the following:

- Project alternative evaluation including four (4) alternatives;
- Historic Preservation review (both State and Federal);
- CEQA project description/project alternatives (additional time required to define what the CEQA project description is and/or what it should be vs. alternatives);
- Town attorney review CEQA deliverables (our original scope did not anticipate a level of review including attorney involvement, therefore the anticipated additional level of effort needed to respond to Town attorney comments is included); and

- Expanded Technical Work
 - Hexagon Transportation Consultants is under contract with us to prepare a transportation analysis for the for the update of the Fairfax General Plan Housing Element. The Town has requested that they prepare 1) new AM and PM peak period counts at the study intersections (up to 15 intersections) for the intersection level of service analysis, and 2) Vehicle Miles Travelled (VMT) analysis for two alternatives, which was not included in our original scope.
 - WJV Acoustics (Traffic Noise Analyses of New Alternatives).
 - NWIC Historic Property Records Search

Cost (EMC Planning Group staff): \$43,859 includes \$42,380 staff time, \$489 round trip mileage (\$163 per meeting), and \$990 travel stay costs (\$330 per meeting). Staff time includes preparation, travel, and meeting attendance at three (3) in-person meetings. Mileage and travel stay includes a 10% administrative overhead fee.

Cost (EMC Planning Group Additional Cost): \$1,467 (\$1,334 NWIC, plus \$133 10% administrative overhead).

Subconsultant Cost: \$12,925 (\$8,000 for Hexagon Transportation Consultants, \$3,750 for WJV Acoustics, plus \$1,175 10% subconsultant overhead fee).

Total Sub-Proposal for Additional CEQA Processing: \$58,251 (\$45,326 EMC Planning Group and \$12,925 subconsultant cost).

Expanded Project Support from Our Subconsultants

- **More Sky Less Ceiling - Website Support Continuation:** Our subconsultant, More Sky Less Ceiling (Rachel Cain) will continue to manage online community education and engagement efforts;
- **NVC Santa Cruz - Meeting Support:** EMC Planning Group will add NVC Santa Cruz to our team of subconsultants on this project. NVC Santa Cruz (Kristin Masters and Kris Kifer) will participate in and facilitate two (2) Community Workshops, and additional Committee, Commission, and Council meetings as needed; and

- **be diversity - Equity Support:** EMC Planning Group will add be diversity to our team of subconsultants on this project. be diversity (lea robinson) will work to make sure the process of assessing community needs, engaging with the community, educating the community and making recommendations for next steps are all grounded in the practice of Diversity, Equity and Inclusion (DEI). Be diversity will ensure that actions are being led with the language of the state law AB 686: Affirmatively Furthering Fair Housing (AFFH);
- **ELS Architecture and Urban Design - Objective Design and Development Standards Streamlining:** EMC Planning Group will team with ELS Architecture and Urban Design (ELS) to tailor the County of Marin Objective Design and Development Standards (ODDS) for the Fairfax Community; and
- **Schemata - Staff Support:** EMC Planning Group will team with Schemata to support staff with the preparation of planning documents and to assist with presentations for elected officials, Town staff, and the general public. Specifically, Schemata will provide support the for development of the Town & County Ordinance, streamlining the Objective Development Design Standards (ODDS), graphic support for presentations, and presentation support.
- **Root Policy - Affirmatively Furthering Fair Housing (AFFH):** Root Policy will assist with completing the AFFH portions of the Housing Element.

The expanded project support from our subconsultants identified above is included in our budget under “Subconsultant Fees.” Please note that EMC Planning Group has reduced our standard 10 percent subconsultant overhead fee to eight percent for this contract amendment to accommodate AFFH support from the firm Root Policy.

Budget

The following table summarizes the original budget and this amendment.

Original Housing Element & Safety Element Budget (excluding CEQA-reserved budget of \$256,240)	\$ 156,740
Out of Scope Tasks - Already Completed	\$79,026
New or Expanded Costs (including sub-consultants not identified in Task 9 or 11)	\$268,011

Heather Abrams, Town Manager
Town of Fairfax
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ODDS, Rezoning, and Eco-Village Ordinance (Task 9)	\$266,045
CEQA Additional Costs (Task 11)	\$58,251
10% Contingency for Unanticipated Costs	\$16,701
Budget After this Amendment	\$844,774

The total amendment cost is \$688,034. Attached are scopes of work for More Sky Less Ceiling, NCV Santa Cruz, be diversity, ELS, Schemata, Root Policy, and Hexagon Transportation Consultants (LOS and VMT). The scope and cost for WJV Acoustics is not included but is based on our extensive experience working with the firm. A budget spreadsheet for Amendment No. 1 is also included.

Please let me know if you have any questions.

Sincerely,



Ande Flower
Principal Planner

Fairfax Housing and Safety Element - New or Expanded Tasks - CA#1											
Task	EMC Planning Group Inc.									Total Hours	Total Cost
Staff	Senior Principal	Principal	Principal Planner	Associate Planner	Assistant Planner	Reg. Prof. Archaeologist	Graphics	Admin./ Production			
Billing Rate (Per Hour)	\$250.00	\$225.00	\$200.00	\$150.00	\$125.00	\$125.00	\$95.00	\$115.00			
Task 1: Project Management/Administration	20.0	0.0	200.0	100.0	0.0	0.0	0.0	20.0	340.0	\$62,300.00	
Task 2: Planning Commission and Town Council Meetings (8)	0.0	0.0	128.0	24.0	0.0	0.0	0.0	0.0	152.0	\$29,200.00	
Task 3: Committee and Commission Meetings (6)	0.0	0.0	96.0	24.0	0.0	0.0	0.0	0.0	120.0	\$22,800.00	
Task 4: Staff Meetings (up to 65 hours including 3 in-person meetings)	0.0	0.0	65.0	65.0	0.0	0.0	0.0	0.0	130.0	\$22,750.00	
Task 5: Legal Support Meetings (9)	0.0	0.0	27.0	0.0	0.0	0.0	0.0	0.0	27.0	\$5,400.00	
Task 6: Outreach Event - Good Earth Focus Group	0.0	0.0	16.0	4.0	0.0	0.0	0.0	0.0	20.0	\$3,800.00	
Task 7: Outreach Event - CBO Listening Session	0.0	0.0	16.0	4.0	0.0	0.0	0.0	0.0	20.0	\$3,800.00	
Task 8: Staff Support	0.0	0.0	60.0	30.0	0.0	0.0	0.0	0.0	90.0	\$16,500.00	
Task 9: ODDS, Rezoning and Eco-Village Ordinance	0.0	0.0	30.0	40.0	0.0	0.0	0.0	0.0	70.0	\$12,000.00	
Task 10: Finalize Safety Element Update	0.0	0.0	40.0	0.0	8.0	0.0	4.0	0.0	52.0	\$9,380.00	
Task 11: Additional CEQA Processing (includes 3 in-person hearings)	110.0	4.0	0.0	76.0	0.0	10.0	14.0	0.0	214.0	\$42,380.00	
Subtotal (Hours)	130.0	4.0	678.0	367.0	8.0	10.0	18.0	20.0	Total Hours	Total Cost	
Subtotal (Cost)	\$32,500.00	\$900.00	\$135,600.00	\$55,050.00	\$1,000.00	\$1,250.00	\$1,710.00	\$2,300.00	1235.0	\$230,310.00	

Additional Costs	
NWIC Historic Property Records Search (for Task 11 - Additional CEQA)	\$1,334.00
Travel Costs (17 in-person housing meetings plus 3 in-person CEQA meetings)	\$2,761.10
Travel Stay (includes hotel costs associated with 20 total in-person meetings and incidentals)	\$6,000.00
Out of Scope Tasks - Already Completed	\$79,026.00
10% Contingency (for unanticipated costs)	\$16,701.00
Administrative Overhead 10%¹	\$1,009.51
Total	\$106,831.61

Subconsultant Fees	
More Sky Less Ceiling	\$50,750.00
NVC Santa Cruz	\$11,050.00
be diversity	\$15,000.00
ELS (ODDS) (includes \$100 Misc Expense) (Task 9)	\$71,450.00
Schemata (Task 9)	\$159,500.00
Root Policy	\$5,400.00
Hexagon Transportation Consultants (LOS and VMT) (Task 11)	\$8,000.00
WJV Acoustics (Traffic Noise Analyses of New Alternatives) (Task 11)	\$3,750.00
Subconsultant Overhead 8%	\$25,992.00
Total	\$350,892.00

Total Costs	\$688,033.61
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NOTE: 1. The administrative overhead is not applied to Out of Scope Tasks Already Completed or to the Contingency. Travel cost is estimated based on 280 mile round trip at .58 per mile. Subconsultant overhead has been reduced from 10% to 8% for this contract amendment only to accommodate additional subconsultant support from Root Policy. This proposal is valid for 90 days.



MORE **SKY** LESS **CEILING**

SCOPE: ONLINE COMMUNITY ENGAGEMENT MANAGEMENT

by Rachel Cain

For EMC Planning Group: Town of Fairfax
to be submitted as part of the Housing Element Update 2023-2031 project

February 4, 2022

BACKGROUND

EMC Planning Group has been contracted to manage the Housing Element Update process for the Town of Fairfax. This scope outlines the services and support for that effort by Rachel Cain at More Sky Less Ceiling. Over the course of the project, changes to tactics and timeline may be made to take advantage of not-previously-known opportunities and to allow for full participation by all stakeholders. Those revisions are expected to be minimal and are sometimes unavoidable.

TASKS

More Sky Less Ceiling will manage online community education and engagement efforts to ensure that the public understands the scope and impact of the decisions that are being proposed. In addition, stakeholder outreach and activation will be embarked on so that all voices are heard and considered. Online content management will support iterative website updates and periodic reports and data analysis will inform decision makers. Special attention will be paid to engaging hard-to-reach groups and special needs populations so that equity issues are brought to the fore.

DELIVERABLES

1. Continued, iterative website updates and periodic reports demonstrating community awareness and feedback collected for the following tasks.
 1. The ballot vote to allow housing at the Town & Country site
 2. Preparation of documents and strategy for collecting comments on the
 - a. Housing Element draft
 - b. General Plan amendments
 - c. California Environmental Quality Act (CEQA) review process
 - d. The Housing and Community Development (HCD) draft and
 - e. Final draft of the Housing Element Update
- Support for up to two online community workshops

TOOLS

Online community engagement is made possible through applications of the following tools at various intervals in the project. Each one can be activated alone or in tandem and will be used to support physical, in-person events.

Engagement HQ AKA Bang the Table <https://www.bangthetable.com/>

A centralized, online community engagement platform with 8 tools to capture and analyze input, and report out the results.

Tools: forums, idea boards, places map, stories writer, guestbook, questions, surveys, polls.

Reporting & analytics: dashboard hub, project reports, engagement levels, tool reports, moderation queue, demographics, artificial intelligence, tagging and sentiment analysis.

Konveio <https://konve.io/>

A digital outreach platform which turns PDFs into social documents to collect feedback.

TIMELINE/SCHEDULE

Winter 2022 - 

BUDGET

Deliverables and hourly breakdown are as follows.

- Continued collaborative, iterative website management: 50
- 2 community workshops: 50
- Project Management and coordination: 50
- Document preparation, online access and feedback compilation: 200
- Total: 350

Hourly rate: \$145

Total not to exceed amount: \$50,750

NVC Santa Cruz-- Scope of Services, Fairfax Housing Element

Community Workshop #1:

NVC Santa Cruz will participate in the development of agreements and intentions that take into consideration all parties.

NVCSC will facilitate question and answer sessions.

NVC Santa Cruz will support Metta Urban Design in the utilization of Zoom functions including, chat, Q & A, and breakout rooms.

Community Workshop #2:

NVC Santa Cruz will participate in the development of agreements and intentions that take into consideration all parties.

NVCSC will facilitate question and answer sessions.

NVC Santa Cruz will support Metta Urban Design in the utilization of Zoom functions including, chat, Q & A, and breakout rooms.

Committee Meeting, Commission Meeting, and/or Council Meeting Support:

NVC Santa Cruz will participate in the development of agreements and intentions that take into consideration all parties.

NVCSC will facilitate question and answer sessions.

NVC Santa Cruz will support Metta Urban Design in the utilization of Zoom functions including, chat, Q & A, and breakout rooms.

NVC Santa Cruz will engage in participatory facilitation of stakeholder meetings aligned with particular perspectives and concerns of stakeholders toward the Housing Element. NVCSC will support the EMC team in evolving the community engagement program.

Additional Services:

NVC Santa Cruz will participate in team meetings, phone calls, and email correspondence throughout the timeline of the project, Fall 2021-Winter 2022.

NVC Santa Cruz will operate with a Not-to-Exceed limit of \$11,050

be diversity

Orchard Ave.
Richmond, CA 94804
(413) 346-7092
lrobbie30@gmail.com

March 9, 2022

Scope of Work AB 686 AFFH

Equity Educator, Town of Fairfax Housing Element

Scope Statement

As the Equity Educator, I will work to make sure the process of assessing community needs, engaging with the community, educating the community and making recommendations for next steps are all grounded in the practice of **Diversity, Equity and Inclusion (DEI)**. My specific focus here will include the assurance that we are leading with our actions with the language of the state law AB 686: Affirmatively Furthering Fair Housing (AFFH).

Tasks

Task A: Analysis of Needs

- Work with the EMC team to synthesize demographics, outreach data and regional history to assist in describing housing needs.
- Provide support in articulating a clear understanding of the population's needs
- Support Listening Session
- Support the 2 Workshops

Task B: Collaboration & Engagement with Community

- Outreach to regional non-profits and groups whose focus is to either serve and/or represent populations whose housing needs are addressed with our policy proposals.
- Work with EMC Team to inspire creative solutions for gathering information from the community and engaging the community in a process to share experiences and needs.
- Education
 - Join the EMC Team in meeting communities where they are in better understanding impact, various experiences and ways to contribute and be involved.
 - Support the EMC team in discussing policy options and overview

- Continue to facilitate engagement through workshops, listening sessions, etc.

Task C: Housing Element Review

- Support team in reviewing current housing elements and the Town of Fairfax's progress in accomplishing/implementing housing goals, policies and programs. This support will include editing and written contributions.
 - Explanations for updates and goals
 - Examination of Policies
 - Examination of Ineffective and abandoned programs
- Examine this review through a DEI lens and make recommendations grounded AB 686: AFFH.

Task D: Execution of State Laws and Guidelines

Assure that we are leading with our actions with the language of the state law AB 686: Affirmatively Furthering Fair Housing (AFFH) –

Taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics.

Task E: Meaningful Actions Review -

This task involves quantifying the Town of Fairfax's existing and projected housing needs for all income levels based on their share of the regional housing needs allocation in accordance with Section 65584 of the Government Code.

Meaningful Actions Review

- Support EMC Team's efforts of brainstorming and analyzing data to evaluate policy choices and recommendations according to the understood needs of the community.
 - Review needs and policy choices through an equity lens
 - Support the creation of Metrics and Milestones
 - Connect back to Internal support and demographics

Timeline & Budget

Task	Start	End	Hours 200/hr	Budget
Task A: Analysis of Needs	Ongoing	Until done w/project	15	3,000
Task B: Collaboration and Engagement with Community	Fall 2021	Ongoing	15	3,000
Task C: Review of Existing Housing Element	Fall 2021	Fall 2022	15	3,000
Task D: Execution	Fall & Winter 2021	Fall/Winter 2022	15	3,000
Task E: Meaningful Actions Review	Fall 2021	Summer 2022	15	3,000

Total: 15,000

**not to exceed*

State law AB 686: Affirmatively Furthering Fair Housing (AFFH) –
Taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics.

lea robinson

CEO, be diversity

March 23, 2022

Ande Flower, AICP
Principal Planner
EMC Planning Group
301 Lighthouse Ave #C
Monterey, CA 93940

Subject: Fairfax Objective Design and Development Standards

Dear Ande,

We greatly appreciate the opportunity to team with EMC and the City of Fairfax to build on the great work you have been doing in the community on the Housing Element and to tailor the County of Marin Objective Design and Development Standards (ODDS) for the Fairfax Community. We're excited to work with you to develop a great set of standards that helps capture Fairfax's unique character within Marin County.

Scope

ELS will assist EMC Planning Group and the City of Fairfax in making the necessary minor modifications to the Marin County Objective Design and Development Standards (ODDS) so that they align more specifically with the needs, and unique attributes of the Fairfax Community. The scope and fee are contingent upon the existing Marin County ODDS working documents being available to ELS to modify.

The base – unmodified – ODDS document guides development through standards that are grouped by zones (Chapter 3), land uses (Chapter 4), Site Design (Chapter 5), Building Types (Chapter 6), Frontages (Chapter 7), and Architectural Style (Chapter 8). We propose the following process for modification of this document:

Working with City Staff, EMC, and community stakeholders as identified by the City, ELS will review, assess, discuss, and modify the design standards as identified in Chapters 3 through 7. For each task, ELS will provide an initial draft, collect feedback on the changes, and issue a second draft for presentation to the City Council or Planning Commission. ELS will then provide a final draft incorporating those comments for implementation.

Task A. Chapter 3: Zones and Zone Criteria

- Assessment:
 - Working with City Staff and EMC, ELS will develop a map of Fairfax assigning the ODDS Prototypical zones to the City. This effort will help identify which zones may or not be relevant to the City's existing and anticipated growth objectives. This effort will also identify if there are any zones not covered by the ODDS that need to be provided.
 - Review of the zones specific criteria 1-9 for potential modification.
- Modifications:
 - Working from an editable version of the original ODDS, ELS will issue an initial draft of recommendations for modifications to Chapter 3 Zones and Zone Criteria 1-9.
 - If it is determined that additional zones and zone criteria are necessary ELS will develop in collaboration with City Staff and EMC new zones and criteria, criteria axonometric diagram, and modify the overall zone map.
- Budget:
 - \$21,300: Zone Map + Review and Revisions to existing text – excluding diagram modifications
 - \$7,000 ea.: Additional Zone and Zone Criteria 1-9 definition + Axonometric Diagram

Task B. Chapter 4: Land Uses

- Assessment:
 - Working with City Staff and EMC, ELS identify assess if the uses listed in the original ODDS need to be removed, clarified, or added.
 - Allocation of uses to various zones will be assessed.
- Modifications:
 - Working from an editable version of the original ODDS, ELS will issue an initial draft of recommendations for the removal or addition of land uses as well as their zone assignment in Chapter 4.
- Budget:
 - \$12,500: Review and Revisions to existing text + Zone Application

Task C. Chapter 5: Design Site

- Assessment:
 - Working with City Staff, EMC and its consultants, ELS will review subchapters .05.020 through .05080 for applicability
 - ELS will request Section References to other governing documents as indicated in the ODDS – ELS assumes these standards are already in place.
- Modifications:
 - Working from an editable version of the original ODDS, ELS will issue an initial draft of recommendations for modifications to Chapter 5 Criteria
 - If it is determined that additional Site Standards are required ELS will prepare an initial draft for review. ELS assumes that with each new subchapter there will be at least 2 to 3 graphic diagrams, tables, and written criteria.
- Budget:
 - \$10,250: Review and Revisions to existing text – excluding diagram modifications
 - \$11,000 ea.: Additional subsection including criteria and necessary diagrams

Task D. Chapter 6: Specific to Building Types

- Assessment:
 - Working with City Staff, EMC and its consultants, ELS will review subchapters .06.010 through .06.120 for applicability of listed Building Types and if they require modification, or additional building types are necessary.
 - ELS will review the criteria for each type and identify changes necessary to meet Fairfax’s specific needs.
- Modifications:
 - Working from an editable version of the original ODDS, ELS will issue an initial draft of recommendations for modifications to Chapter 6 types and criteria
 - If it is determined that additional building types are required ELS will provide the seven criteria, 2d site diagrams and 3d massing diagrams as well as example photos.
- Budget:
 - \$15,300: Review and Revisions to existing text – excluding diagram modifications
 - \$10,500 ea.: Additional subsection including criteria and necessary diagrams

Task E. Chapter 7: Specific to Private Frontages

- Assessment:
 - Working with City Staff and EMC, ELS will review subchapters .07.010 through .07.120 for applicability of listed Frontage Types and if they require modification, or additional building types are necessary.
 - ELS will review the criteria for each Frontage type and identify changes necessary to meet Fairfax’s specific needs.
- Modifications:
 - Working from an editable version of the original ODDS, ELS will issue an initial draft of recommendations for modifications to Chapter 7 Frontage types and criteria
 - If it is determined that additional building types are required ELS will provide two new pages for each frontage type containing 3 to 4 categories of criteria (consistent with the ODDS) including a section, sidewalk plan showing the frontage element and supporting photos of built examples.
- Budget:
 - \$12,000: Review and Revisions to existing text – excluding diagram modifications
 - \$9,000 ea.: Additional subsection including criteria and necessary diagrams

Meetings:

It is assumed that ELS will participate in seven (7) meetings. The fee is based on ELS preparing meeting materials for the ODDS presentation and presenting the ODDS topics which will be part of a larger EMC presentation that includes zoning, General Plan updates and other planning topics.

Fees

The following fees are based on the scope described above. The fees are based on the assumption that the existing Marin County ODDS working documents are available to ELS. All fees are based on time and materials costs. Fees are provided by the following tasks:

1. Task A: \$21,300
2. Task B: \$12,500
3. Task C: \$10,250
4. Task D: \$15,300
5. Task E: \$12,000

Additional Costs for new Sub Section Chapters (each):

6. Task A: \$7,000
7. Task C: \$11,000
8. Task D: \$10,500
9. Task E: \$9,000

The total fee for the services included in the base tasks is not to exceed **\$71,350** not including reimbursable expenses. Since these tasks are open-ended in terms of the amount of feedback and time at meetings, along with presentation prep time, ELS will bill hourly and will make EMC Planning aware when the budget is nearing completion to discuss limiting future scope or providing an additional service. We will work with EMC and the City of Fairfax on which, if any, new sub sections are required.

Reimbursable expenses shall be billed at cost times 1.0 and shall include actual expenditures made in the interest of the project, in the following categories:

- 1) Expense of transportation in connection with out-of-town travel.
- 2) Long-distance communications and facsimiles.
- 3) Reproduction and photography (excluding the photography included in the base scope).
- 4) Postage, shipping and delivery.
- 5) Fees paid for securing approval of authorities having jurisdiction over the project.

EMC Planning should budget **\$100** in reimbursable costs for the housing element tasks outline in the proposal above.

We appreciate working with you once again on this very important planning project. Objective Design and Development Standards when designed from a performance standpoint can be simple, understandable and effective. Please do not hesitate to call us if you have any questions regarding our proposal.

Sincerely,

ELS Architecture and Urban Design

A handwritten signature in black ink, appearing to read 'D. Masenten', written in a cursive style.

David Masenten, AIA, LEED BD+C

Principal

18 March 2022



Ande Flower
EMC Planning Group
301 Lighthouse Ave #C
Monterey, CA 93940
flower@emcplanning.com

Dear Ande,

Thank you for inviting us to collaborate with you on planning services for the Town of Fairfax. We are pleased to submit this fee proposal to support you with the Town & County Ordinance, streamlining the Objective Development Design Standards (ODDS), and graphic support for presentations.

We propose a not to exceed fee of **\$159,500** for the full Scope of Services outlined in the following pages. We will invoice the project monthly on a time & materials basis per the Tasks below.

Task	Description	TOTALS
1	Precedent Research	\$18,290
2	Town & Country Ordinance	\$37,800
3	Streamlining ODDS	\$19,600
4	Presentation Support	\$37,400
5	Project Management	\$46,410
	GRAND TOTAL	\$159,500

PLANNING SCOPE OF SERVICES

The following scope of services is to support EMC in producing planning documents and presentations for elected officials, Town staff, and the general public to understand the proposed changes in zoning and land-use slated to balance the needed housing growth on key sites in order preserve parks and open space elsewhere in the Town. The goal is to create zoning proposals that would encourage ecovillage, cohousing, and cottage housing development with a net zero (energy and water) focus. We will consider possible incentive programs as well as zoning/development standards.

The deliverables are described below, and the tasks are outlined in the matrix on the last page.

Task 1: Precedent Research

This initial phase will be focused on identifying relevant zoning and development standards in other jurisdictions that encourage or incentivize ecovillages, cohousing, or cottage housing. We will review up to ten (10) such jurisdictions and summarize the three (3) most relevant examples.

Schemata Deliverables

- List of jurisdictions for EMC to review/comment/direction.
- Memo summarizing relevant development standards.

Task 2: Town & Country Ordinance

This task will include developing conceptual site plans for the Town & Country site to evaluate the impact of varying densities and housing typologies. These conceptual site plans could be shared with the Town Council, Affordable housing sub-committee, and/or staff in a work session to obtain feedback and direction on the scale of density/development that might be acceptable for the Town. The resulting site plan would be the framework for establishing development standards for this site; thereby utilizing best practices of both form-based and performance-based land use codes.

Schemata Deliverables

- Site Plan Options (up to 3)
- Development Standards
- Supporting Graphics

Task 3: Streamlining of Objective Development Design Standards (ODDS)

Support EMC and ELS to streamline the ODDS created by Opticos. We will review Chapters 3-7 and suggest possible edits, with the goal of dramatically reducing the number of pages and increasing the accessibility of the information. We have included an allowance of hours to support ELS with graphics.

Schemata Deliverables

- Graphics as requested.

Task 4: Presentation Support

Acknowledging that we need to carefully craft the story to share with Council, decision makers, and the general public, Schemata Workshop will assist EMC in preparing Power Point Presentations using available graphics produced by the entire team; and producing new graphics to convey the zoning proposal and the trade-offs to be considered.

Schemata Deliverables

- Power Point Presentations (for up to 10 meetings).
- Graphics as needed.

Task 5: Project Management

We understand that there will be many meetings with Town staff and Council, as well as many coordination meetings with EMC and ELS. In addition, we will have our own internal coordination meetings. On the last page, we have outlined whether the meetings are in person or virtual, and how many we've assumed. We understand that all public presentations to the general public and Town Council will be given by EMC. We can attend and participate in these presentations as an additional service at our usual hourly rates. This task also includes our invoicing and schedule management.

Schemata Deliverables

- Monthly invoices.

Timeline

Based on our understanding of Council approval process, we presume our work could start as early as April 15 and our services will be provided through end of 2022, with the majority of the work occurring prior to October 2022.

Assumptions and Clarifications

- Client to provide all necessary documents to conduct our work. We will rely on accuracy of all Client provided documents and reports.
- Fees are developed based on a specific duration for each Task. If Owner requires additional time and Architect is expected to continue working beyond the assumed duration, a conversation is required, and additional services may be required.
- Schedule and fee assume the design team will be on hold during the funding application assessment period.

END SCOPE OF SERVICES

Sincerely,



Grace H. Kim, FAIA, SEED
Principal

Planning Services for Town of Fairfax

	Fee	Hours
Task 1: Precedent Research	\$18,290	118
Identify jurisdictions with EcoVillage / Cohousing / Cottage Housing Ordinancers		8
Review Ordinance / Development Standards (up to 10 jurisdictions)		80
Summarize development standards of 3 most relevant examples		30
<i>Deliverables: Memo Summarizing Relevant Development Standards</i>		
Task 2: Town & Country Ordinance	\$37,800	270
Develop Conceptual Site Plan Options at varying densities (up to 3) to test feasibility		96
Meeting with Council (or Affordable Housing sub-committee) to obtain guidance/select preferred Site Plan Option (virtual)		6
Prep for Meeting		8
Create Development Standards		80
Graphics to Support Development Standards (allowance of hours)		80
<i>Deliverables: Site Plan Options, Development Standards & Supporting Graphics</i>		
Task 3: Streamlining of Objective Development Design Standards	\$19,600	140
Chapter 3 - Zones / Zone Criteria		
Chapter 4 - Land Uses		
Chapter 5 - Design Site		
Chapter 6 - Specific to Building Types		
Chapter 7 - Specific to Building Frontages		
Review sections / note possible revisions		40
Graphic Support to ELS (allowance of hours)		100
<i>Deliverables: n/a</i>		
Task 4: Presentation Support	\$37,400	220
Presentation Preparation/Support to EMC - (up to 10 presentations using available graphics)		120
Graphics Specifically created for Presentations (allowance of hours)		100
Task 5: Project Management	\$46,410	273
Meetings with Town of Fairfax - in person (up to 2; assume 12 hour day to include travel)		24
Meetings with Town of Fairfax - virtual (up to 8; assumes 1.5 hrs/mtg and 1.5 hrs/agenda support and follow up documentation)		24
Weekly team meetings with EMC and team (assume 36 weeks)		36
Internal Schemata team meetings (assume 36 weeks)		54
Project Management / Correspondence		108
Invoicing		27
<i>Deliverables: Monthly Invoices</i>		
TOTAL SERVICES	\$159,500	
Additional Services & Reimbursables		
Additional Meetings with Town of Fairfax - in person (does not include travel expenses)		\$2,160
Additional Meetings with Town of Fairfax - virtual		\$540
Graphic Support (hourly rate)		\$150
Travel & Direct Project Expenses		Cost + 10%



2022 Hourly Rates

Standard hourly rates for 2022 are as follows. Hourly rates are subject to change on an annual basis.

- \$177 Principal
- \$159 Senior Architect
- \$147 Architect 3
- \$136 Architect 2
- \$125 Architect 1
- \$118 Designer 3
- \$113 Designer 2
- \$108 Designer 1
- \$92 Support

Standard Reimbursable Costs

All reimbursable costs are subject to a 10% mark up.

in-house copying/printing	black & white 8.5x11	\$0.10 per page
	black & white 11x17	\$0.20 per page
	color 8.5x11	\$0.75 per page
	color 11x17	\$1.50 per page
postage	standard USPS rates	
in-house large format plotting	\$1.00 per square foot black & white on 20# bond	
	\$3.00 per square foot color on 20# bond	
	\$4.00 per square foot color or black & white on presentation paper	
reprographics	rates set by reprographics company	
courier	rates set by speed of service provided	
taxi/car share	metered fare	
mileage rate	in accordance with IRS guidelines that are in affect at the time the mileage expense is incurred.	



April 4, 2022

Andre Flower
Anastazia Aziz
EMC Planning
Delivered via email

Re: Affirmatively Furthering Fair Housing (AFFH)

Dear Andre and Anastazia:

Thank you for the opportunity to assist your six clients within Santa Clara and Marin Counties complete the AFFH portions of their Housing Elements. This letter proposal provides a proposed scope of work and cost, beginning with our understanding of the project.

Project Understanding

In 2018, the State of California established a mandate that requires all California agencies to affirmatively further fair housing (AFFH). The AFFH obligation is similar to the federal obligation in the 1968 Fair Housing Act, which requires HUD to administer its programs and activities related to housing and urban development in a manner that furthers the purposes of the Fair Housing Act.

In the bill that established the AFFH mandate, the state also updated Housing Element requirements to include an assessment of fair housing practices, an analysis of the relationship between available sites for housing development and opportunity, and development of concrete actions to AFFH.

EMC Planning seeks to contract with a firm to complete the AFFH components of the Housing Elements for the jurisdictions of Los Gatos, Monte Sereno and Cupertino in Santa Clara County and Larkspur, Fairfax, and Belvedere in Marin County. This work would exclude the Site Inventory identification and analysis which is already underway.

Our firm is well suited to assist with the AFFH component of Housing Elements. During the Obama Administration, we were part of a national team of advisors that helped develop the national AFFH template, and we later trained cities, counties, and states on how to conduct fair housing assessments. We completed San Mateo County's fair housing assessment in 2017,

which was approved by HUD without modifications; the national approval rate was around 33%.

Scope of Work

[State guidance](#) includes the following components of the AFFH analysis for Housing Elements:

- A summary of fair housing issues in each jurisdiction and an assessment of the jurisdiction's fair housing enforcement and outreach capacity;
- A quantitative analysis of fair housing data examining:
 - Integration and segregation,
 - Racially and ethnically concentrated areas of poverty (R/ECAPs),
 - Disparities in access to opportunity,
 - Disproportionate housing needs (cost burden, overcrowding, poor housing condition, precariously housed, history of displacement, risk of eviction/foreclosure).
- An analysis of other factors that contribute to fair housing challenges;
- An analysis of the sites zoned and available to accommodate Regional Housing Need Allocation (RHNA) goals, specifically, how locating affordable housing on those sites would serve the purpose of replacing segregated living patterns with balanced living patterns and transform R/ECAPs;
- Development of goals and actions that promote and further fair housing and respond to the contributing factors. Identification of metrics or quantified objectives and milestones for determining what fair housing results will be achieved.

These might include:

- Enhancing mobility,
- Promoting inclusion,
- Encouraging development of new affordable housing in highly-resourced neighborhoods,
- Encouraging community revitalization and preservation of existing affordable housing, and
- Protecting residents from displacement.

To assist the region with completing their AFFH requirement (and Housing Elements), the Association of Bay Area Governments (ABAG) has prepared a data book, an AFFH presentation template, a working report outline, and is currently developing enhanced access to opportunity

metrics. The state's Housing and Community Development (HCD) department has made data and mapping resources available to support AFFH development.

We recently completed AFFH sections of Housing Elements for all jurisdictions within San Mateo County. We would model the work for Santa Clara and Marin Counties after those products. For each of the six jurisdictions, the AFFH section would contain the following information. The section would be between 25 and 30 pages and be provided to EMC in MS Word.

Introduction and history. This section would introduce the AFFH and describe historical actions that have contributed to disparities in housing choice and outcomes. We would work with the jurisdictions to incorporate local information into this section—e.g., recent denials of affordable housing permits due to neighborhood resistance.

Fair housing enforcement. Drawing on data from HUD, the Department of Justice, the state, and local organizations, we would analyze recent fair housing complaints, lawsuits, and enforcement actions brought against public and private actors.

For the analysis of jurisdictional compliance with state fair housing laws, we would interview planning, and legal staff to efficiently collect data on local compliance.

Integration and segregation analysis. This analysis would utilize the segregation metrics developed by HUD, the state, and ABAG/UC Merced (e.g., dissimilarity index, isolation index). We would also identify any Racially and Ethnically Concentrated Areas of Poverty (R/CAPs).

Disproportionate housing needs, including displacement risk. For the disproportionate housing needs analysis we would identify how traditional measures of housing needs (cost burden, overcrowding, poor housing condition, precariously housed, risk of displacement) differ by protected class—and the underlying reasons for those differences. We would supplement this with an analysis of mortgage loan denials by protected class.

Access to economic opportunity. State guidance on the access to opportunity analysis requires consideration of geographic differences and disparities in education, employment, transportation, and healthy environments. Building upon the access to opportunity indices in the federal Assessment of Fair Housing (AFH) in Santa Clara County and analyzing education data for both counties, we would identify patterns in disparities in access to opportunity by protected class and by geographic area. We would link these disparities to housing access.

Goals and action plan. Using a tailored matrix that we developed to complete the HCD-required Fair Housing Action Plan, we would develop recommended actions for consideration by the jurisdictions and convene one virtual workshop with each jurisdiction to discuss and agree upon high-impact goals—demonstrated to reduce disparities and mitigate fair housing challenges. The Action Plan would be tailored to address the factors that have contributed to disparities in housing choice (“contributing factors”).

Consistent with the state guidance—and our approach to fair housing assessments—we would focus on all protected classes, including persons with disabilities, in all aspects of the fair housing assessment.

Cost

We anticipate that the jurisdictional summaries would require 20 hours of staff time per summary. At an average billable rate of \$150/hour, the jurisdictional summaries would cost \$3,000 each—or a total of \$18,000. We recommend budgeting an additional 6 hours for each jurisdiction to address HCD comments on the AFH (\$5,400 total).

Timeline

Assuming a contract is executed on or before April 30, we could provide draft AFFH sections on May 13, review the sections with the jurisdictions the week of May 23 and develop the Fair Housing Action Plans, and finalize the drafts by June 17.

Thank you for this opportunity, and I look forward to discussing this proposal. I am easily reached through email at heidi@rootpolicy.com or phone on 970-880-1415 x102.



Heidi Aggeler
Managing Director



HEXAGON TRANSPORTATION CONSULTANTS, INC.

February 4, 2022

Mr. Ande Flower
EMC Planning Group
301 Lighthouse Avenue, Suite C
Monterey, CA 93940

Re: *Additional Services Request #1 for Transportation Analysis for the Update of the Fairfax General Plan Housing Element for the Town of Fairfax, California*

Dear Mr. Flower:

Hexagon Transportation Consultants, Inc. is under contract to prepare a transportation analysis for the for the update of the Fairfax General Plan Housing Element for the Town of Fairfax, California. We have since received the Town's request to conduct new AM and PM peak period counts at the study intersections (up to 15 intersections) for the intersection level of service analysis. Collecting new traffic counts was not included in our original scope of work.

The cost associated with the new counts is \$5,000. Including our original contract agreement dated June 15, 2021 for \$49,000, this will bring our total budget to \$54,000. All other provisions of our existing contract remain in effect.

We look forward to continuing work on this project. If you have any questions, please do not hesitate to call. Thank you.

Sincerely,
HEXAGON TRANSPORTATION CONSULTANTS, INC.

Gary K. Black, AICP
President

Shikha Jain, AICP
Associate



HEXAGON TRANSPORTATION CONSULTANTS, INC.

March 21, 2022

Mr. Ande Flower
EMC Planning Group
301 Lighthouse Avenue, Suite C
Monterey, CA 93940

Re: *Additional Services Request #1 for Transportation Analysis for the Update of the Fairfax General Plan Housing Element for the Town of Fairfax, California*

Dear Mr. Flower:

Hexagon Transportation Consultants, Inc. is under contract to prepare a transportation analysis for the for the update of the Fairfax General Plan Housing Element for the Town of Fairfax, California. We have since received the Town's request to conduct Vehicle Miles Travelled (VMT) analysis for two alternatives, which was not included in our original proposal. This additional services request does not include level of service analysis at the study intersections for the two alternatives.

The cost associated with the additional VMT analysis is \$3,000. Including our original contract agreement dated June 15, 2021 for \$49,000 and additional services request dated February 4, 2022, this will bring our total budget to \$57,000. All other provisions of our existing contract remain in effect.

We look forward to continuing work on this project. If you have any questions, please do not hesitate to call. Thank you.

Sincerely,
HEXAGON TRANSPORTATION CONSULTANTS, INC.

Gary K. Black, AICP
President

Shikha Jain, AICP
Associate