



October 29, 2019

Kevin Gardiner, AICP
Community Development Director
City of Burlingame
501 Primrose Road
Burlingame, CA 94010
kgardiner@burlingame.org

Reference: General Plan and Zoning Ordinance Update – Contract Amendment #2

Dear Kevin:

Thank you for the opportunity to submit Contract Amendment #2 related to the General Plan and Zoning Ordinance Update project. This amendment specifically addresses the following changes and additions to the MIG Team's Scope of Work on this project:

1. Preparation of the Climate Action Plan (Introduction and Task 5.2): MIG was scoped to prepare technical analysis and develop new policy recommendations for the updated Climate Action Plan. During the preparation of the CAP it became clear that City staff needed more assistance from MIG to complete the document. In turn, MIG took the lead preparing the City's 2035 Climate Action Plan, including:

- Writing new sections and preparing original content;
- Conducting all technical analysis;
- Designing a new document layout;
- Preparing new graphics and diagrams;
- Preparing the document in InDesign; and
- Attending and facilitating community meetings and public hearings.

The updated scope and budget in this amendment reflects this additional work.
This work has been completed.

2. Additional Public Meetings and Hearings (Tasks 6.1 and 6.2): MIG was scoped to attend two Planning Commission hearings and two City Council hearings related to General Plan Adoption. However, due to a more robust public review process, MIG attended three Planning Commission hearings, two additional Joint PC/CC retreats, and two City Council hearings. In addition, MIG reviewed and responded to a substantial amount of comments and questions from both the community and the City Council during the public hearing process. The updated scope and budget in this amendment includes these additional meetings and additional time needed to review and respond to comments. *This work has been completed.*

- 3. Preparation of the Online General Plan ePlan (Phase 8):** MIG was scoped to prepare technical updates to the City's four specific plans under Phase 8. As a result of the new General Plan's format and structure, updates to these documents are not needed at this time. However, the City desires an interactive online ePlan as a final product of the General Plan Update process. MIG has discussed the approach and structure of the ePlan with City staff and this amendment includes re-purposing Phase 8 to focus on the ePlan and additional budget necessary to complete the task. *This work is currently in production.*
- 4. Additional Team Coordination (Tasks 9.1 and 9.6):** The updated scope and budget in this amendment reflects the additional amount of coordination and project management time associated with the extended project schedule. *This is ongoing work through the duration of the project.*

The following pages include track-changes to MIG's scope language and budget for reference. Contract Amendment #2 includes a total budget increase of **\$75,075**, changing the total budget from \$1,320,281 to \$1,395,356.

This amendment also includes an extension to the project end date from June 30, 2016, to **June 30, 2020**.

Please feel free to contact me or Dan Amsden (damsden@migcom.com) with any questions related to this contract amendment.

Sincerely,

A handwritten signature in blue ink that reads "Laura f Stetson". The signature is written in a cursive, flowing style.

Laura Stetson, AICP, Principal
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