

URBAN FIELD

To: Mr. Kevin Gardiner
Community Development Director
501 Primrose Road
Burlingame, CA 92010

From: Frank Fuller, Partner, FAIA, Partner
Heidi Sokolowsky, Partner
Urban Field Studio

December 30, 2019 - D R A F T

Subject: Revised Proposal for Burlingame Public Plaza & Context Design

Dear Kevin,

Urban Field Studio (UFS) is pleased to present an updated proposal to you for the development of conceptual design options for a public plaza and its context, primarily on City owned Parking Lot E and a portion of Lot J. This revised proposal follows our scoping meeting with you, City staff, and the City Council Sub-Committee members on October 28, 2019. In addition, we are responding to comments in your December 2nd email from your meeting with the Sub-Committee in response to our revised proposal of November 15th. The scope of work includes concepts for a public plaza, as well as concepts for possible development of portions of Parking Lot E and the northern portion of Parking Lot J along Park Road. Also, the study will consider the relationships of the public plaza to the adjacent buildings that currently front onto Burlingame Avenue, Park Road and Lorton Avenue, as well as coordination with proposed development on the Post Office site. Community engagement and working with you, your staff, and the Council Sub-Committee are integrated in the scope throughout the duration of the project. Urban Field Studio is flexible concerning changes that might occur during the project, so that our scope could be refined further to address new conditions, timing and budget needs.

Our team composition will remain the same as in our original proposal except for Page & Turnbull, who may directly advise the new development team of the Post Office parcel adjacent to Lot E. Page & Turnbull will advise the Sares-Regis Group with regards to historic preservation issues and thus is not anticipated to be included in our team. SWA, BKF and Keyser Marston Associates (KMA) are the sub-consultants to Urban Field Studio.

We propose the following revised tasks, including estimated costs and duration (please see attached Urban Field Studio Rate Schedule and draft "Proposed Tentative Schedule"). The duration of each task is the amount of time for the Urban Field team to perform the tasks or to complete deliverable products and does not include time necessary for scheduling, arranging and reviewing.

Task 1: Project Initiation & Existing Conditions

Urban Field Studio (Urban Field or UFS) and the sub-consultant team will start with an initial kick-off meeting and site tour with the City Staff. At the kick-off meeting, we will attempt to confirm all meeting dates and milestones in the schedule, so that as much as possible, the project will conform to the proposed schedule. We will prepare a request for available documents such as parcel maps, utility drawings, property ownership information, and other relevant information, which we will review and use to determine existing conditions and constraints as well as applicable regulations. Based on the information provided, we will document existing conditions including surrounding uses and building heights as well as any planned projects that are known to date. We will summarize the existing conditions in a memorandum.

Task 1:

Duration:	A total of 6 weeks for the UFS SWA team
Deliverables:	Existing Conditions Memorandum Context diagram, to-scale; site analysis plan diagram, to-scale; photos of existing conditions
Team Members:	UFS, SWA, BKF, KMA
Estimated Cost:	\$26,120 + reimbursable expenses & administration

Task 2: Public and Stakeholder Participation

Introductory Meeting

A Public Community Meeting #1 will be held after the project initiation of Task 1 to introduce the project and its relation to current development planning of Post Office site. A brief presentation of the project, the site, the surroundings and comparable projects will be made by Urban Field. Questions and clarifications will be made by the City and Urban Field. The City will make arrangements, conduct outreach, and book the venue for the meeting.

Stakeholders Meetings

Once the Urban Field team has developed up to three conceptual alternatives for the public plaza and surroundings, we will share them with key stakeholders in one-on-one meetings and ask about any stakeholders' plans for improvements or development, as well as issues they foresee. The City will compile a list of stakeholders and contact them ahead of time in order to coordinate the meetings. Stakeholders could include property owners, including the owners of the Post Office parcels as well as owners lining Parking Lots E and J. Urban Field has estimated that we will conduct a maximum of five individual stakeholder meetings, and that the meetings will be scheduled on one day in Burlingame.

Community Meetings

Following the stakeholders meeting, we will conduct Public Community Meetings #2 and #3 to introduce up to three conceptual options. We will present the same concepts and presentation materials at the two meetings, giving the community two opportunities to attend a meeting at a different time and place to participate and comment on the conceptual options. We will prepare a presentation to inform about the planning intent and process, and explain how we arrived at the conceptual alternatives for the public plaza and surroundings. We will seek input from the community using break-out sessions that can be organized by alternatives or by themes.

Up to three informal public outreach events will be held at the Farmers Market and as possible, at two other events, Music in the Park and Art on the Avenue, with a staffed stand and information boards. People will have the opportunity to comment on the options, fill out a survey, and provide additional ideas. The three conceptual options will be shown at each of the community events; the same concepts and presentation materials will be displayed for comments at all the events.

The feedback received at these events, in addition to feedback from stakeholders, City Staff and the Council Sub-Committee, will inform the development of a preferred alternative concept. The documented feedback and the preferred alternative concept will be presented at a Public Community Meeting #4, which will be another opportunity for the community to provide comments. The fourth community meeting is intended to build consensus and to prioritize design and programmatic ideas for implementation.

Task 2:

Duration:	Throughout the project (please see Proposed Tentative Schedule), including five (5) individual stakeholder meetings on one to two days, four (4) public community meetings, and three (3) community events
Team Members:	UFS, SWA & KMA
Deliverables:	Documentation of meetings, survey, presentation materials and informational boards, plaza graphic materials for boards
Estimated Costs:	\$85,230 + reimbursable expenses & administration

Task 3: Coordination with Developer Team

In order to design and program a successful public plaza that serves the community and is spatially well integrated, it is essential to coordinate design efforts with the development team of the adjacent Post Office site. We propose to have a 3 to 4 hour charrette-style meeting with the developer team after the first conceptual ideas for the public plaza have been developed. This meeting should be followed by up to three additional meetings during the public plaza project to share the planning progress on both parcels and to provide the opportunity for continuous coordination.

Task 3:

Duration:	A total of 12 weeks for the UFS SWA team; 1st meeting after initial conceptual plaza alternatives, timing of following meetings in coordination with both project's progress
Deliverables:	Sketches and notes during meetings
Team Members:	UFS and SWA
Estimated Costs:	\$13,450 + reimbursable expenses & administration

Task 4: Conceptual Design Alternatives for Public Plaza**First Conceptual Ideas**

Immediately following Task 1, UFS and SWA will begin to work on up to five (5) diagrammatic alternatives for the Public Plaza that take into account possible connections, development opportunities, plaza edges and relationships, and options for spatial and programmatic organization of the plaza. After a meeting with City staff and the Council Sub-Committee, we will use the diagrammatic alternatives as a basis for a charrette-type meeting with the development team for the Post Office site.

Conceptual Alternatives

Based on the results of the charrette and input from City Staff and Council Sub-Committee, UFS and SWA will narrow the options to a maximum of three (3) conceptual alternatives. The alternatives will be illustrated in plans and basic digital three dimensional models that convey the main elements of the plaza, its proportions and relationship to its context. Keyser Marston will assist with high-level economic analysis, including providing estimates of vertical construction costs for revenue-generating development on Lot E and a portion of Lot J. Other considerations could include potential underground parking arrangements for the proposed development on the Post Office parcel. SWA will give high-level estimate of construction costs for the horizontal construction of the plaza. BKF will help determine potential impacts and solutions for the existing culvert and other utilities, as well as their high-level order of magnitude construction cost estimates. The UFS | SWA team will present up to three alternatives in a meeting with the Council Sub-Committee and City Staff and subsequently make one round of refinements.

Preferred Alternative Concept

The refined alternatives will be introduced at the Public Community Meetings #2 and #3, as well as more informally at public events, such as the Farmers Market (please also refer to Task 4, Public and Stakeholder Outreach and Participation). Based upon the input from the Council Sub-Committee, City Staff, stakeholders and community events, UFS and SWA will create a preferred alternative concepts that may combine components of one, two, or all the previous conceptual alternatives. The preferred

alternative will be illustrated in plan format and a conceptual digital three dimensional model; it will be presented with precedent examples that show envisioned elements, materials, and programming. BKF will provide input regarding requirements for utilities and disposition of the culvert in the preferred alternative as well as high-level order of magnitude construction cost estimates. SWA will give high-level estimate of construction costs for the plaza. Keyser Marston will prepare a high-level economic analysis of the preferred alternative that includes vertical costs for potential revenue-generating development and will suggest funding sources for implementation. The preferred alternative will be presented at the Public Community Meeting #4. The preferred alternative, as well as the input from the community and stakeholders, will be documented in a summary report.

Project Summary Report

Following the creation of the Preferred Concept Alternative and Public Meeting #4 for the Public Plaza and surrounding context, Urban Field and SWA will produce a draft report which briefly summarizes the products and process of the project. A meeting with the City Staff will meet with the team (meeting #8), review and make comments, which will be included in a final draft report to be presented to the third and final meetings of the Planning Commission and City Council.

For the two phases of conceptual alternatives, for the preferred alternative concept, and for the summary report, the Urban Field | SWA team will make one round of modifications and refinements, if necessary. The modifications will be based upon a consolidated set of comments from the Council Subcommittee and City Staff, which will be assembled by the City Staff and transmitted to the team.

Task 4:

Duration: Throughout the project (please see Proposed Tentative Schedule)

Deliverables: *First Ideas:* UFS and SWA will produce sketches of up to five (5) overall concepts including connectivity, uses, and edges; hand drawn plan diagrams (up to 3) of the plaza context, plaza form, with 1-2 site sections and design reference images;

Conceptual Alternatives: Digital plans and basic 3-D models for up to three (3) alternatives, including immediate context and massing of potential development; hand drawn plans (up to 3) and associated sections (one per alternative) for plaza context, plaza form, and plaza program and use scenarios; plus design reference images.

Preferred Alternative Concept: Digital 3-D model with immediate context and massing of proposed development; digital site plan of plaza, Sketchup model of plaza for input into overall model, and plaza program and use scenarios; plus design reference images.

Project Summary Report: A brief report will be created to summarize the process, the alternative concepts and the preferred alternative concept. A

	digital version of the report in InDesign and pdf formats, as well as two (2) printed copies, will be submitted to the City.
Team Members:	UFS, SWA, BKF, KMA
Deliverables:	2 Memoranda, presentation materials for conceptual alternatives for the Public Plaza and surroundings, summary report
Estimated Costs:	\$84,660 + reimbursable expenses & administration

Task 5: Meetings with the City

Meetings with City Staff

We anticipate eight in-person, conference call or GoToMeeting type meetings with City staff including the project initiation meeting. Three of the eight meetings will be with the Council Sub-Committee and will be in person. The meetings will include:

- Meeting #1: Project initiation meeting, as described in Task 1.
- Meeting #2: A meeting with the Council Sub-Committee to evaluate Public Meeting #1, to discuss first diagrammatic plaza ideas, up to five, and to provide direction for the subsequent three conceptual alternatives.
- Meeting #3: A meeting to review progress on alternative concepts and to plan the continuation of the public engagement events, including stakeholder interviews.
- Meeting #4: A meeting to present three conceptual alternatives for input and refinement. This meeting occurs before the meetings with the Council Subcommittee, the stakeholders, and the community. This can be a joint meeting with Council Subcommittee.
- Meeting #5: A meeting to discuss input from stakeholder meetings and to plan public events and Public Meetings #2 and #3 to consider up to three alternatives.
- Meeting #6: A meeting to discuss input from stakeholder meetings, Public Meetings #2 and #3, and to plan Planning Commission and City Council work sessions to consider up to three alternatives and to help determine the direction for a preferred concept.
- Meeting #7: A meeting to review the preferred alternative and to plan for Public Meeting #4 about the preferred alternative concept. This can be a joint meeting with Council Subcommittee.
- Meeting #8: A meeting to review the preferred alternative concept and the draft report. Comments and preparations will be considered for meetings of the full Planning Commission and City Council concerning presentation of the final summary report.

Meetings with Council Sub-Committee

We anticipate three in-person meetings with the City Council Sub-Committee. The meetings will occur at the following project stages:

- Meeting #1: A meeting to present up to five (5) diagrammatic conceptual ideas for the public plaza and surrounding context. The goal of the meeting would be to narrow the ideas to not more than three for discussion at events and meetings that follow. This can be a joint meeting with City staff (see City Staff Meeting #2 above).
- Meeting #2: A meeting to present up to three conceptual alternatives along with the first diagrammatic ideas for input on refinement. This can be a joint meeting with City staff (see City Staff Meeting #4 above).
- Meeting #3: A meeting to present the preferred alternative for input and refinement. This can be a joint meeting with city staff (see City Staff Meeting #7 above).

It is assumed that SWA, KMA and BKF will attend the Initial project meeting. It is assumed that SWA will participate in the three meetings with the City Staff and Council Sub-Committee and that Keyser Marston and BKF will each participate in one Staff and one Council Sub-Committee meeting.

Meetings with the Parks and Recreation Commission

Urban Field and SWA will meet twice with the Parks and Recreation Commission. We propose that the first meeting follow Public Meetings #2 and #3 about the alternative concepts, using the presentation from those meetings, and before the Planning Commission and City Council meetings #2 and #3 (please see the Proposed Tentative Schedule). Information from the first Commission meeting would be used by the Urban Field | SWA team to inform the preparation of the preferred alternative concept. The second meeting of the Parks and Recreation Commission would be scheduled to review and comment upon the draft preferred alternative concept and the draft report for the project. We propose that the second meeting be scheduled before the Planning Commission and the City Council meetings #4 and #5.

We have assumed that SWA will attend both meetings of the Parks and Recreation Commission and BKF will attend one meeting.

Meetings with Planning Commission and City Council

We will assist City Staff with providing materials for two Planning Commission meetings and two City Council meetings (meetings #2 through #5), one each after alternative concepts are developed and considered in Public Meetings #2 and #3, and one each at the end of the project to consider the draft report with the preferred alternative concept. In addition, Urban Field and SWA also will attend one joint Commission and Council meeting (meeting #1) to review City issues, a joint meeting which is held each Spring. It is assumed that Urban Field will attend all meetings of the full Commission and Council.

The proposal assumes that SWA will attend two meetings with each of the Planning Commission and City Council and one joint meeting of the Commission and Council; Keyser Marston will attend one meeting.

Task 5:

Duration: Throughout the project (please see Proposed Tentative Schedule)
Team Members: UFS, SWA, BKF, KMA
Deliverables: Preparation of meeting materials and participation in the meetings
Estimated Costs: \$56,730 + reimbursable expenses & administration

Optional Tasks

We understand that goals and needs can change over the course of the project. We have considered the following tasks that may arise and that the team is prepared to provide as needed. The costs listed below are estimates (rounded to the nearest \$1,000) and would need to be refined based on confirmation of a detailed scope. Optional Tasks would be billed in accordance with individual consultant's rate sheets.

1. Task 6.1 Allowance for 2 plaza renderings from eye-level viewpoints
Estimate of Costs: \$10,000
2. Task 6.2 Participation and attendance of Urban Field and SWA team members at additional public meetings (not including preparation of presentation materials); meetings are assumed to be in Burlingame:
Estimate of Costs: \$7,000 per meeting
3. Task 6.3 Schematic Design drawings of Plaza (SWA would be prime consultant and under a separate contract)
Estimate of Costs: \$75,330
4. Task 6.4 Civil Engineering and Site Survey (BKF would be under a separate contract)
Estimate of Costs: \$45,180
5. Task 6.5 Preparation of detailed economic analysis or project proforma of development in surrounding properties
Estimate of Costs: \$7,180
6. Task 6.6 Peer review of a proposed development, which would be in addition to the Post Office site, including one meeting in Burlingame
Estimate of Costs: \$8,630

7. Task 6.7 Products, management, and participation in meetings for environmental impacts and review (EIR process) of the Public Plaza and development surrounding the Plaza, including proposed development on the Post Office site. It is assumed that environmental review documentation will be for a combination of the proposed development on the Post Office site and the Preferred Alternative Concept for the Public Plaza.

Estimate of Costs: (Allowance) \$20,000

8. Task 6.8 Replacement parking, which could be displaced from City parking lots, to be studied by a parking consultant to determine how many spaces, types of spaces, and parking replacement facilities.

Estimate of Costs: (Allowance) \$20,000

Proposed Tentative Schedule

The overall time allowed to complete the project for a preferred public plaza concept, including coordination with proposed development on the Post Office site and a public engagement process is estimated to be forty-five (45) weeks. During the process there will be periods of time when the City will be the primary player performing tasks, reviewing, and arranging events and meetings. In other time periods the Urban Field team will be the primary player, leading public engagement, coordinating with proposed development, and producing concepts for the public plaza and surrounding context. If the project were to begin with the initial meeting during the week of January 6th, then the project would be concluded by the end of November, 2020. Should the project extend for a duration of over a year into 2021, then the Urban Field Studio | SWA team would need to revisit the fees for the project with the City of Burlingame.

Summary of Project Tasks and Estimated Costs (not including optional tasks):

The hours are the total time that the UFS | SWA team members are estimated to spend to perform the tasks and to produce deliverable products. The costs represent the total number of hours times the billing rates of the assigned individuals of the team; the costs do not include time necessary for scheduling, arranging and reviewing.

Task	Team Members	Hours	Costs
Task 1: Project Initiation		126	\$26,120.00
Task 1.1 - Initial (Kick-off) meeting and site visit	UFS, SWA, KMA, BKF	42	\$9,240.00
Task 1.2 - Review of existing documents and maps	UFS, SWA, KMA, BKF	32	\$6,750.00

Task 1.3 -Existing conditions and site analysis	UFS, SWA, KMA, BKF	52	\$10,130.00
Task 2: Public and Stakeholder Participation		432	\$85,230.00
Task 2.1 - Public Outreach Strategy	UFS, SWA, KMA	14	\$2,870.00
Task 2.2 - Survey and website materials	UFS, SWA	20	\$3,640.00
Task 2.3 - Meetings with Five Stakeholders	UFS, SWA	70	\$14,550.00
Task 2.4 - Seven community meetings (4 public community meetings and 3 community events)	UFS, SWA, KMA	288	\$57,020.00
Task 2.5 - Summary of community input	UFS, SWA, KMA	40	\$7,150.00
Task 3: Coordination with Developer Team		62	\$13,450.00
Task 3.1 - Initial meeting with Development Team	UFS, SWA	20	4,360.00
Task 3.2 - Progress meetings with Development Team (3 meetings)	UFS, SWA	42	\$9,090.00
Task 4: Conceptual Design Alternatives for Public Plaza		386	\$84,660.00
Task 4.1 - Develop up to five diagrammatic alternatives	UFS, SWA	90	\$19,550.00
Task 4.2 - Develop three conceptual alternatives including economic analysis	UFS, SWA, KMA, BKF	128	\$27,720.00
Task 4.3 - Preferred Alternative including programming and economic analysis	UFS, SWA, KMA, BKF	128	\$28,560.00
Task 4.4 - Draft memo and preferred plaza concept	UFS, SWA, KMA, BKF	40	\$8,830.00
Task 5: Meetings		276	\$56,930.00
Task 5.1 - 8 Meetings with City Staff (4 plus 3 with Sub-Comm & 1 Initial meeting)	UFS, SWA, KMA, BKF	60	\$12,590.00
Task 5.2 - Meetings with Council Subcommittee	UFS, SWA, KMA, BKF	70	\$14,100.00

(3 meetings combined with City Staff)			
Task 5.3 – Meetings with the Parks and Recreation Commission (2 Meetings)	UFS, SWA, BKF	52	\$10,650.00
Task 5.4 - Meetings with Planning Commission and City Council (5 meetings: 1 Joint & 4 separate)	UFS, SWA, KMA, BKF	94	\$19,590.00
Total Labor Cost		1282	\$266,390.00

Reimbursable Expenses & Administrative Costs

Reimbursable Expenses at 8% of hourly total	\$21,310.00
Consultant Administration at 10% of sub-consultants' charges	\$11,100.00
Total Reimbursable Expenses & Administrative Costs	\$32,410.00

Total Estimated Project Cost	\$298,800.00
-------------------------------------	---------------------

Notes:

1. All amounts are rounded to the next \$10.
2. Task 2: City to provide website, distribute survey, perform outreach, and to schedule & organize meeting venues, food & beverage
3. Task 2.4: Costs for reproduction and materials for the three rounds of Plaza design used at Community meetings are included in the 8% of labor costs for reimbursable expenses
4. Task 4: Includes concepts for development on portions of Parking Lots E and J
5. Task 5: Meetings include preparation time by Urban Field Studio | SWA team
6. Urban Field Studio is scheduled to attend all the meetings on the Tentative Schedule with the City
7. Task 5: SWA is budgeted to attend four meetings with City staff and Council Sub-Committee, and five meetings with the Planning Commission and City Council
8. Task 5.1 & 5.2: KMA and BKF are each budgeted to attend two meetings with a combined City staff and Council Sub-Committee
9. Tasks 5.3 & 5.4: KMA is budgeted to attend one Community Meeting and one meeting with the Planning Commission or City Council
10. Page & Turnbull are assumed not to be on the team, since the firm is working with the development team on the adjacent Post Office site
11. Optional Tasks: Additional meetings are assumed to be in Burlingame

12. Schedule: A schedule of approximately forty-five (45) weeks is assumed, or approximately eleven months, which includes some time for reviews, arrangements and scheduling. If the schedule changes and extends to more than fifty-two (52) weeks, or more than a year, then the projected fees could change as well.

Kevin, please feel free to call us after you have reviewed this revised proposal to discuss any questions or any adjustments you would like to make to the scope, schedule, or budget.

Sincerely,

Two handwritten signatures in black ink. The first signature on the left is cursive and appears to read 'Heidi'. The second signature on the right is also cursive and appears to read 'Frank'.

Heidi Sokolowsky, Founding Partner
Frank Fuller, FAIA, Partner
Urban Field Studio

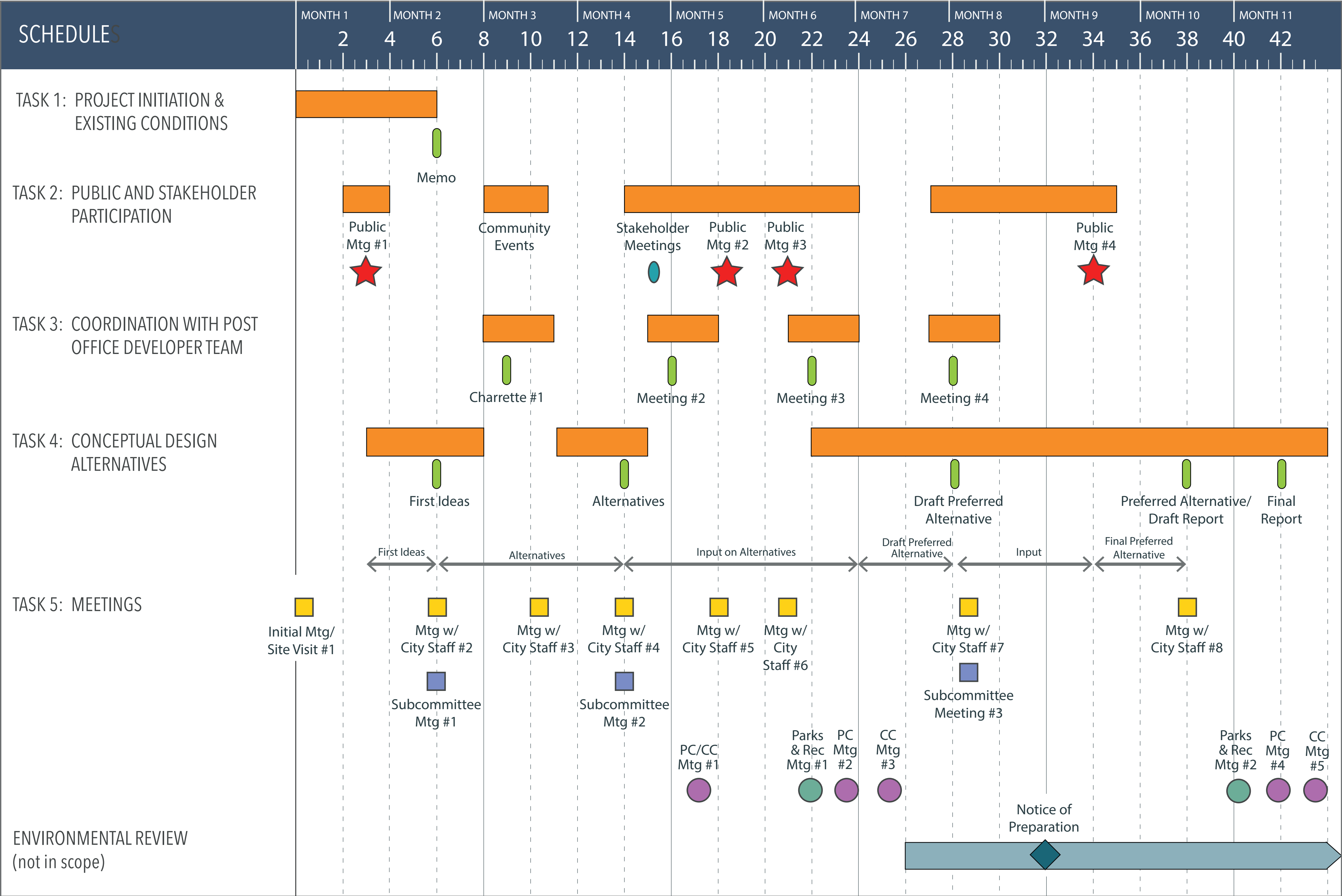
Attachments: Urban Field Studio Rate Schedule to 12/31/2020
Proposed Tentative Schedule - 12/18/2019 - Draft

CC: Catherine Keylon, City of Burlingame
Jane Lin, Urban Field Studio
Marco Esposito, SWA
Kevin Feeney, KMA
Daniel Schaefer, BKF

Burlingame Public Plaza & Context Design - Proposed Tentative Schedule - 12/30/2019 DRAFT

Urban Field Studio/ SWA Team

Anticipated project start early January 2020



URBAN FIELD

RATE SCHEDULE

(Rates effective through 12/31/2020)

Charges for Services:

Charges for basic and additional services shall be based on the following rates and are subject to revision annually:

Principal-In-Charge:	\$235.00 per hour
Consulting Principal/Project Manager:	\$185.00 per hour
Senior Designer:	\$150.00 per hour
Designer:	\$125.00 per hour
Graphic Designer/ GIS:	\$105.00 per hour
Project Administrator:	\$ 75.00 per hour
Consultant's Time:	1.10 times consultant's charges
Automobile Travel:	Prevailing IRS allowance
Reimbursable Expenses/	
Reproduction Costs:	1.10 times charge
All other costs:	Direct reimbursement

Reimbursable Expenses:

Reimbursable Expenses are in addition to the compensation for basic and additional services and include actual expenditures made by Urban Field Studio or its professional consultants in the interest of the Project for the expenses listed in the following subparagraphs:

1. Expense of transportation, including rental car insurance (loss damage waiver/ collision damage waiver and liability coverage), and living when traveling in connection with the Project; conference call services, and fees paid for securing approval of authorities having jurisdiction over the project.
2. Expense of reproductions including computer plotting, postage, overnight priority mail and handling of Drawings and Specifications.
3. If authorized in advance by the Owner, expense of overtime work requiring higher than regular rates and expense of renderings or models for the Owner's use.

URBAN FIELD STUDIO 415.754.9304
2169 Folsom Street, M 304 info@urbanfieldstudio.com
San Francisco, CA 94110 www.urbanfieldstudio.com